

# Team Norms

EGEN-310R Group 6

Alida Rehm  
Faiz Alshehri  
Matt Krueger  
River Kelly  
Treyton Pickering

We, the members of **Team 6**, have arrived at the following guidelines for acceptable behavior on our team. These guidelines have been collaboratively generated and agreed upon by each member of the team.

## Decision Making & Conflict Resolution

We will work as a team to make all important decisions, if a unanimous agreement cannot be reached, we will vote and the majority wins. Conflicts will also be resolved via team discussions and if we cannot resolve the issue we will reach out to Beth/Mandy for mediation.

## Assigning Work

Work will be assigned by the engineering discipline as needed.  
If the engineering discipline doesn't apply, we will delegate tasks based on mutual agreement. This will largely be based on equal distribution of anticipated workload.

## Successful Accountability

To achieve success as a group in this class we plan to divide and conquer, with some additional redundancy to ensure goals are met. Project tasks will be allocated to individual members for completion and the completion of the task will then be checked by the other members.

## Organization and Function

As a team, individuals are required to complete their assigned tasks and are expected to complete the scope of said task within their own agency. If an individual seems to be overwhelmed, then communication will be used to resolve such a conflict.

## Team Member Interaction in Meetings

Members are expected to attend meetings at the time agreed upon previously or required by the class schedule. During meetings, there will be no rigid rules other than members being expected to focus and actively participate.

Meeting outside of the class allocated time will be scheduled based on the availability of each group member.

## Communication

We will communicate through discord during class hours (9a through 1p).  
After class hours we plan to use group text, or discord if additional meetings are planned. Team members will be expecting near-immediate responses during class hours and within an hour at any other time.  
Team members are encouraged to communicate to the rest of the group if they are struggling with a concept or their workload.

## Team Values

Trust between team members to produce quality work on time.

It is expected that each member is to be respectful of differing opinions.

Members are expected to view differing opinions and approaches with an open mind, and should consider everything a learning experience.

## Team Vision

Ultimately, to pass the class. More generally we would like to improve our skills working in a group. Working as a team requires time management, decision-making, and conflict resolution.

## Spending of Funds

Each group member will need to spend no more than \$50. All purchases will be split evenly between the five group members and transactions will be conducted via Venmo. All accounts are expected to be balanced by the end of the class.

## Weekly (daily) Team Meeting Day and Time

If the class prescribed meeting times are insufficient to complete tasks, members will arrange times to meet on an as-needed basis. We do not anticipate having to implement rigid meeting times but will move in that direction if needed.

## Team Leadership Summary

### **Shared Vision - 05/18/2021**

To develop and execute an effective strategy in which we identify the design constraints, requirements, functions, and objectives and implement a feasible solution for our challenge problem. During this process, we expect failure before we achieve success; it is understood that inspiration manifests uniquely in this manner.

Moving forward our team is now prepared to explore and decide upon more specific details of the design process. With the steps clearly defined in front of us, we can then delegate tasks in order to reach a promising solution in a more efficient and collaborative manner.

Our goal is to learn from this experience to refine our teamwork skills, sharpen our problem-solving abilities, and adopt a mindset centered on improving the world around us.

# Team Leadership Summary

## **Enable Others to Act - 05/25/2021**

For the last 10 days, our group has spent nearly 6 hours a day (or 24 hours a week) indulging in the journey of EGEN-310. We have had ups, downs, inside jokes, agreements, disagreements, evenly split, and completely outnumbered debates. From the beginning, each member of our group has contributed to nurturing a fair and encouraging environment for discourse. Heck, we even got into politics without a single person getting riled up or defensive. A true testament of outstanding professionals working together; not many families can say the same!

No single individual has continuously maintained the primary leadership role. Rather, the leadership role has been communal, and everyone treats each other as equals. Our team seems to thrive when we are all contributing to an idea equally and considering all avenues to arrive at a solution. Whether everyone is in the agreement or completely divided, equal input from all has provided the best results. The common theme amongst team members is that we all feel empowered when we are involved, informed, and appreciated for our contributions. We will take this knowledge moving forward and continue to foster a supportive, collaborative, and inclusive team structure.

We, the undersigned members of **Team 6** agree to the standard of behavior outlined in the Team Norms above.

**Printed Name:**

**Signature:**

**Date:**

Alida Rehm

*Alida Rehm*

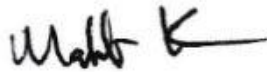
5/25/2021

Faiz Alshehri

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5/25/2021

Matt Krueger



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River Kelly

*R. B. Kelly*

5/25/2021

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