

In ENGR

132, you will work on many tasks and assignments as part of a team.

A common way to promote more constructive and productive teamwork is to develop and maintain a set of guidelines for the team. These guidelines can include behaviors, attitudes (typically expressed through behaviors), and roles and can focus on individual team members or the team as a whole. In ENGR 132, we call this set of guidelines a **Code of Cooperation**.

You will use the ENGR 132 Code of Cooperation (COC) as follows:

- To establish guidelines for teamwork, expectations for team interaction, and consequences for violations of these guidelines.
- To reference if issues arise during the semester related to teamwork.
- To serve as a baseline for review and revision later in the semester.

Part 1: Names & Signatures

1. Fill in your section number and team number below.
2. Type each team member's name in the left column in the table below.
3. Once you complete and print the Code of Cooperation, have each team member sign in the right column.

ENGR 132 Section Number	008
Team Number	14

Team Members

Name	Signature (for TME03, Class 7)	Signature (for TME06, Class 18)
Donghyun Lee	Donghyun Lee	
Matthew Wen	Matthew Wen	
John Chapla	John Chapla	
Ranjan Behl	Ranjan Behl	

Part 2: Individual Guidelines

1. Review the individual guidelines provided in the table below. **These guidelines must remain in your Code of Cooperation.**
2. Add at **least 1 and up to 3** additional individual guidelines in the table below.
 - Write each guideline so it completes the sentence "I agree to..."

I AGREE TO...

1	Complete a fair share of the team's work of acceptable quality and on time.	
2	Listen to teammates and respect their contributions.	
3	Communicate clearly and share information with teammates, including letting them know when something is getting in the way of keeping my commitments.	
4	Respond to feedback.	
5	Monitor the progress of the team toward its goals.	
6	Encourage the team to do quality work.	
7	Learn new skills as needed to contribute to the team.	
	Complete this column before Class 7	Complete this column before Class 18 <i>(add any new or revised individual guidelines)</i>
8	Review and understand prior knowledge about upcoming projects	
9	Work hard and diligently	
10	Have a good/positive attitude	

3. Add at **least 1 and up to 2** additional consequences in the table below.
 - Write each guideline so it completes the sentence "I agree to..."

IF I VIOLATE A GUIDELINE, I AGREE TO ...

1	Apologize and recommit myself to satisfying our team's guidelines.
2	Fulfill any unfinished tasks in a timeframe that keeps the team on schedule.

3	Take responsibility from the determined punishment from other team members.
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Part 3: Team Guidelines

- Create **at least 5** (but not more than 10) team guidelines. These guidelines should address topics such as the following; also see the example guidelines below:
 - How team roles will rotate
 - How meeting times will be determined and communicated
 - How the team will accomplish and communicate its work
 - How the team will ensure team assignments are turned in on time
- Type each guideline into the table below.
 - Write each guideline so it completes the sentence "Our team agrees to..."

Example team guidelines:

- Have a pre-determined agenda (discussion topics) developed before each meeting.
- Meet on a weekly basis at a set location and time that works for all team members.
- Silence cell phones and remove other distracters (e.g. Facebook), during team meetings.
- Complete work one day before the actual due date so that all team members can review the final document before submission.

Team Guidelines: OUR TEAM AGREES TO...

	Complete this column before Class 7	Complete this column before Class 18 <i>(add any new or revised team guidelines)</i>
1	Respond in the GroupMe appropriate times you are available to meet up. Do not ditch at the last minute (at least a 1 hour notice).	
2	Our team agrees to review the deadlines and submit the work accordingly.	
3	Organize your work in the Google Document. Make sure every document is in the appropriate folder and do not clutter the folder with unnecessary files.	
4	Communicate new and different ideas in order to hear everyone's opinion.	
5	Switch roles to ensure that all members acquire skills learned in class equally.	

Team Member Effectiveness Code of Cooperation

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Part 4: Team Meeting Times

It can be helpful for teams to have a regularly scheduled weekly meeting they can cancel if they do not need to meet. In the spaces below, identify the day, time, and location of your team's regularly scheduled meeting and an alternate day and time when all team members are available.

Regularly scheduled team meeting information

Day of week	Tuesday
Time	5 - 6 pm
Location	Krach

Alternate meeting information

Day of week	Monday
Time	5 - 6 pm
Location	Krach