

Background:

In ENGR 131, 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, and roles and can be focused on individual team members or the team as a whole. In ENGR 131, we call this set of guidelines a **Code of Cooperation (COC)**.

In this activity, you will work **with your team** to create a COC.

Note: *Work with your team to create your team's COC! Each team will create **one** COC!*

Instructions:

1. Open the COC template, **COC_Template.docx**.
2. Save the document with the file name **COC_teamnum.docx**, where *teamnum* is your ENGR 131 team number.
3. Follow the instructions in the template to create your team's COC.

Note: *Do not complete any column in the template marked **Version 2!** You will revise your COC later in the semester and will use these columns at that time.*

4. Submit your COC to Brightspace by the due date.

Notes:

- *Only one member of the team needs to submit the team's COC to Brightspace.*
- *All team members should keep a copy of the COC in their files so it can easily be referred to during the semester.*

Important! *Your team's COC is a tool for your team. If your team experiences problems during the semester, **refer to your COC for guidance.***