**Part 1: Names & Signatures**

In ENGR 131, you will complete projects and assignments as a team. To set your team up for success, this Code of Cooperation establishes expectations and communication strategies. The goal of this agreement is to set your team up for success and reduce the occurrences of problems.

1. Complete Parts 1 - 5.
2. Once you complete the Code of Cooperation, have each team member enter his/her initials in the appropriate blue shaded column.

|  |  |
| --- | --- |
| **ENGR 131 Section Number** | **002** |
| **Team Number** | **25** |

***Note:*** If your team is remote or a combination of residential and remote, be sure to consider the challenges that you will face in a virtual environment that may include members living in multiple time zones.

**Team Member Information**

***Note:*** *Your initials in the blue shaded columns below indicate your approval of this Code of Cooperation.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Contact Info (email, phone, text, etc.)/Communication Preference** | **Initials for Version 1** | **Initials Version 2** |
| **Samuel Morales** | [**Moral137@purdue.edu**](mailto:Moral137@purdue.edu)  **Samuelmoralesgonzalez2003@gmail.com**  **(954) 205-8008** | **SM** | **SM** |
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**Part 2: Individual Guidelines**

1. Review individual guidelines #1-7 provided in the table below. **These guidelines must remain in your Code of Cooperation!**
2. **Add at least one** (but not more than 3) **additional individual guidelines in the table below.** 
   * Write each guideline so it completes the sentence “I agree to…”

**I AGREE TO…**

|  |  |  |
| --- | --- | --- |
| **1** | Complete all assignments on time. | |
| **2** | Constructively criticize ideas, not individuals. | |
| **3** | Resolve conflicts promptly and constructively. | |
| **4** | Attend all team meetings, be on time, and be prepared. | |
| **5** | Encourage team members and allow everyone to participate. | |
| **6** | Take responsibility for the team’s goals, progress, and success. | |
| **7** | Be an active listener and show respect for the contributions of other team members. | |
|  | **Complete this column for Version 1** | **Complete this column for Version 2 *(add any new or revised individual guidelines)*** |
| **8** | **Be proactive in scheduling team meetings** | **Be proactive in scheduling team meetings** |
| **9** |  | **Showing up on time** |
| **10** |  |  |

We have been very proactive in scheduling the team meetings. We always meet on Sundays at 11:00 and usually work until we split for lunch. We have had a problem that some of us show up late, so we added that to make sure that we all get full work time.

**Part 3: Team Guidelines**

1. 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:
   * Online tools that will be used for team communication
   * Expected response time to communication
   * 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 deadlines are met and team assignments are turned in on time
2. 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 (list of discussion topics) developed before each meeting.
* Meet on a weekly basis at a time that works for all team members and using technology available to all.
* Put cell phones on quietly and do not have other distracters, such as Facebook, open during team meetings.

***Team Guidelines***

**OUR TEAM AGREES TO…**

|  |  |  |
| --- | --- | --- |
|  | **Complete this column for Version 1** | **Complete this column for Version 2 *(add any new or revised team guidelines)*** |
| **1** | **Use either text messages or Snapchat** | **Use either text messages or Snapchat** |
| **2** | **Use OneDrive and Microsoft apps to work on assignments** | **Use Google Drive alongside Microsoft apps to work on assignments** |
| **3** | **Rotate the person who types every time that we meet** | **Split up the work between the 4 of us. Everyone should work on what they are assigned before compiling it all together at the end.** |
| **4** | **Show up to every meeting (in-person)** | **Show up to every meeting (in-person)** |
| **5** | **At least one meeting per week** | **At least one meeting per week** |
| **6** | **Meetings at WALC or another library** | **Meetings at WALC or another library** |
| **7** | **Let the team know at least 2 hours prior to the meeting if they cannot make it** | **Let the team know at least 2 hours prior to the meeting if they cannot make it** |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

The only things that have changed are what platform we are working on. We have transitioned to Google Drive for all the written sections, but still use Excel for all the spreadsheets. We also changed how we split up the work, instead of having one person do all the typing and the others contribute we split up the project into 4 sections with everyone working on one. The rest of the guidelines remain unchanged because thus far they have worked well, and we have all been compliant.

**Part 4: Psychological Safety**

1. Create **at least** **5** (but not more than 10) guidelines for increasing team psychological safety. These guidelines should address topics such as the following; also see the example guidelines below. How to ensure…
   * That honest mistakes are not held against individuals
   * That it is relatively easy and automatic that tough issues are brought up
   * That no members of the team are rejected for being different
   * That team members can take reasonable risks for educational reasons, such as opting to work on a part of a project that requires them to learn new skills
   * That is easy to ask other team members for help even if asking ‘looks’ bad
   * That the unique talents and characteristics of team members are valued and used
   * That no member of the team is the ‘boss’ or orders other team members around
2. Type each guideline into the table below.
   * Write each guideline so it completes the sentence “Our team agrees to…”

**Example psychological safety guidelines:**

* Select team working tasks according to what team member wish to learn rather than what they are already good at.
* Open each team meeting with a discussion of current problems or tough issues. Each team member will be individually asked each time to bring up any issues they are aware of and a list of issues from all team members made prior to the beginning of discussion.

***Team Guidelines***

**OUR TEAM AGREES TO…**

|  |  |  |
| --- | --- | --- |
|  | **Complete this column for Version 1** | **Complete this column for Version 2 *(add any new or revised team guidelines)*** |
| **1** | **Do not criticize people for the mistakes that they make** | **Do not criticize people for the mistakes that they make** |
| **2** | **Utilize the ideas and contributions of each team member** | **Utilize the ideas and contributions of each team member** |
| **3** | **Do not exclude people based on race, gender, ideology** | **Do not exclude people based on race, gender, ideology** |
| **4** | **Don’t boss people around even if you are assigned to be the leader for the day** | **Don’t boss people around even if you are assigned to be the leader for the day** |
| **5** | **Chill don’t stress too much** | **Chill don’t stress too much** |
| **6** | **Treat each other with respect** | **Treat each other with respect** |
| **7** |  | **Enjoy the time we spend together and have fun occasionally** |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

We have all been respectful thus far and there does not seem to be anything that would change the way that we work together. We all help each other though our problems and do not exclude each other in any way. We generally eat lunch together and have fun taking picture for the team projects.

**Part 5: 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 and time of your team’s regularly scheduled meeting, as well as (if needed) the technology/software, and an alternate day and time when all team members are available.

**Regularly scheduled team meeting information**

|  |  |
| --- | --- |
| **Day of week** | Sunday |
| **Time** | 11:00 AM- 12:30 PM |
| **Technology** | In Person |

**Alternate meeting information**

|  |  |
| --- | --- |
| **Day of week** | Monday |
| **Time** | 5:00-6:00 PM |
| **Technology** | In Person |