

In ENGR 132, you will complete projects and assignments as a team. The goal of this Code of Cooperation agreement is to set your team up for success and reduce the occurrences of problems. Use your Code of Cooperation 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.

You will use this form twice this semester – initially for **A07** (this assignment) and later in the semester for a revisit of the Code of Cooperation (COC) in assignment **A15**.

## Part 1: Names

1. Fill in your section number and team number in the first table below.
2. Type each team member's name and contact information in the Team Members table below.
3. Once you complete the Code of Cooperation, have each team member enter their initials in the appropriate blue shaded column.

<b>ENGR 132 Section Number</b>	<b>024</b>
<b>Team Number</b>	<b>19</b>

## Team Members

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

<b>Name</b>	<b>Contact Info (email, phone, text, etc.)/Communication Preference</b>	<b>Initials for <b>A07</b></b>	<b>Initials for <b>A15</b></b>
<b>Samuel Morales</b>	<b>Moral137@purdue.edu</b>	<b>SM</b>	
<b>Caterina Oliverio</b>	<b>coliveri@purdue.edu</b>	<b>CO</b>	
<b>Ragan Redding</b>	<b>rredding@purdue.edu</b>	<b>RR</b>	
<b>Victoria Boltasseva</b>	<b>vboltass@purdue.edu</b>	<b>VB</b>	

## 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 for <b>A07</b>	Complete this column for <b>A15</b> <i>(add any new or revised individual guidelines)</i>
8	Meet outside of class	
9	Share my ideas	
10		

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.

<b>3</b>	Try and fix my mistake by doing extra work
<b>4</b>	

## 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 regular basis (at least twice each week) at a set time that works for all team members to:
  - Review the video class instruction (preferably prior to class).
  - Participate in video class activities (preferably prior to class).
  - Work on and submit assignments such as class activities and project tasks.
- Meet as needed with the instructor and/or GTA to:
  - Request help on specific aspects of an assignment.
  - Understand particular course concepts.
  - Deal with teaming issues.
  - Deal with technology issues such as slow or limited internet.
- 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 for <b>A07</b>	Complete this column for <b>A15</b> <i>(add any new or revised team guidelines)</i>
<b>1</b>	Finish assignments a day before the due date	
<b>2</b>	Review the project before the meeting	

## Team Member Effectiveness Code of Cooperation

3	Complete our work to the best of our ability	
4	Let the team know if you cannot show up to a meeting	
5	Help my teammates if they have any question	
6		
7		
8		
9		
10		

### Part 4: Team Meeting Times

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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 and an alternate day and time when all team members are available.

#### Regularly scheduled team meeting information

Day of week	Sundays
Time	1 – 2 PM
Location	Kroch Leadership center

#### Alternate meeting information

Day of week	Saturday
Time	1 – 2PM
Location	Kroch Leadership center