

Jack Larish
Sean Gordon
Spencer Snider
Ethan Piszczek

Team Action Plan

1. We will not have a team leader because we feel that we all have many skills to contribute and we all have adequate planning skills and are able to complete necessary tasks without the oversight of others. All group members will be expected to contribute to group projects equally and keep in touch with the other group members as necessary..
2. All group members will be responsible for performing primary and secondary research for group assignments.
3. Our group members will have the following specialties:
 - a. Jack Larish
 - i. Formatting
 - ii. Research
 - b. Spencer Snider
 - i. Grammar
 - ii. Research
 - c. Ethan Piszczek
 - i. Grammar
 - ii. Writing
 - d. Sean Gordon
 - i. Research
 - ii. Outline
4. We will resolve internal problems by addressing the issue with the whole group present. Decisions made by the group will be by majority and should be respected by each team member. If any conflicts should arise, it will be expected that the member is upfront to the team about the issue.
5. Meetings will be held at the residence of Spencer and Jack. Meetings can be held without full attendance. If a member is absent, a summary of the main points will be compiled for review.
6. Absences will be communicated clearly to all group members before the class or meeting time. When a team member is going to be absent they will send a group text or an email to all group members. The message should be sent before the time of meeting or before class. Absences will only be defined as excessive if the group member in question does not complete work to an adequate level and on-time. Absences resulting in poor quality work will be reported to the instructor of the course.
7. There will be a zero tolerance policy for any work or absence thereof that will jeopardize the grade of any team based assignment and will be reported to the instructor of the course. If a member arrives 15min late to an assigned meeting then a group session will be held addressing their tardiness.
8. Problems will be reported if they become unsolvable without authority. The instructor should not need to intervene unless things get out of hand.