

TEAM WORKING AGREEMENT

By: Group 15 Fifteen_Go

Introduction

The purpose of this team working agreement is to standardize and manage the entire team, so that we can complete the project work efficiently and systematically.

The contents herein addressed are:

1. Communication
2. Meetings
3. Decision Making & Conflicts
4. Responsibility
5. Leadership
6. Participation
7. Group Progress
8. Consequences

The members of the team are:

NO.	NAME	STUDENT NUMBER	TELEPHONE
1	Dong Yuehui	15206084	15522723427
2	Zhang Jingyuan	16206531	17801120837
3	Zhang Lei	16206463	17801122210
4	Zhang Tianhui	16206789	15611616623
5	Zhen Ziyang	16206785	18801096311
6	Zhao Wenqi	16206532	15011289266

1. Communication

We communicate via WeChat. During the project, the WeChat group must be set on the top of the message list and every team member should open the message notification of the WeChat group.

2. Meetings

Our group intends to meet twice a week. Team meetings are scheduled at 1 o'clock every Monday afternoon (face-to-face meeting) and 3 o'clock every Wednesday afternoon (conference call).

The agenda of each meeting should be sent to the WeChat group.

Rules for asking for leave: Refer the eighth content – Consequences.

3. Decision Making & Conflicts

All ideas and directions will be kept open until a final consensus decision is made by the group. At the meeting, the leader gathers all the opinions and suggestions. Then all the members vote on the final plan. The vote

will be accepted if the number of votes is more than 2/3. If not, the meeting will be suspended, and the meeting will be reopened after the plan is updated.

4. Responsibility

According to the ability, each member takes the initiative to undertake the responsibility of work package management, and completes his or her own work within the specified time. If someone has difficulties, should come up it as soon as possible. This person will be assisted by other members.

At each meeting, everyone should report their work progress. The leader controls the progress of the entire project while the managers control the progress of sub-tasks of each stage.

5. Leadership

Leader as a facilitator to ensure the smooth conduct of the meeting, responsible for confirming the content and process of the meeting. At the different stages of development, the leaders of each stage serve as the leader of the meeting.

In our view, this system of leader rotation can mobilize the enthusiasm of each member, thus making each person more aware of the importance and necessity of each member. At the same time, the leaders of each module are more targeted as conference heads at corresponding times, allowing meetings to be more efficient

6. Participation

Besides getting involved in the project, completing their work tasks (whether as a manager or a helper), everyone has the obligation to participate in each panel discussion and to some extent assist other members of the group who encounter difficulties.

7. Group Progress

The group should:

- 1) Establish an overall timeline of the project at the beginning of the project, while making a detailed small schedule at each stage.
- 2) Check the progress of work at the mid-term of each stage. If there is an extension risk, actively report the problem, and seek a solution.

8. Consequences

- 1) If someone cannot attend on time, he or she should ask for leave in advance.
- 2) If more than two people take time off before a meeting, then this meeting will be postponed.
- 3) Members who are absent without any reason will lose their right to object to the decision of the meeting.

Summary

This team working agreement are established in order to improve work efficiency and to define work responsibilities for completing the assigned project.