

UPPSALA UNIVERSITY



ADV. CS STUDIES IN SWEDEN & INTRO TO  
STUDIES IN ES

SAM\_1DT032\_1DT086\_HT20

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## Group Agreement For Course Conference

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*Group No.8 members:*

Hao SUN

Qinhan HOU

Yifan LIU

Zezhong ZHENG

October 23, 2020

# 1 Group agreement for course conference

The success of the group will depend on the cooperation and professionalism of its members. So here is a draft of group agreement that team member should follow, which includes, but is not limited to:

- Participating fully (in spirit and actuality)
- Participating professionally
- Each member should abiding the rules of academic honesty
- Meeting responsibilities:
  - Be on time
  - Try to be active while meeting
  - Try to make your point short and clear
  - Have a moderator while meeting
- Handling with disagreements and other conflicts:
  - No emotional argument is allowed
  - If not reach an agreement during the meeting, we run a vote by ballot
  - And if there any thought about the conclusion, please speak out your mind
- Respect each other
- Be responsible to the work distributed
- Taking the consequences of not abiding by the group's rules

### **Workflow related:**

- Communicate:
  - WeChat: For text communication
  - Github: For tracking the workflow
  - Zoom: For meeting
- Report:
  - OverLeaf
- Create the slide deck:
  - Google slides
- Handling potential delays:
  - If it's something that the teammate cannot handle, we'll re-assign the task and give him some lighter job.