Uppsala University

Group Agreement For Course Conference

Group No.8 members:
Hao Sun
Qinhan Hou
Yifan Liu
Zezhong Zheng

October 14, 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.