

UPPSALA UNIVERSITY



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

SAM_1DT032_1DT086_HT20

Group Agreement For Course Conference

Group No.8 members:

Hao SUN

Qinhan HOU

Yifan LIU

Ze Zhong ZHENG

October 22, 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.