STA302 Fall 2024 - Group Teamwork Agreement

Why do we need a group teamwork agreement?

Many jobs in industry and beyond look for applicants with strong collaboration and team skills. But working in teams can be difficult and sometimes frustrating. Effective teams have a good understanding of their ground rules for behaviour and expectations. Deciding early how to navigate division of labour and potential group issues will help your group project run smoothly.

This group agreement aims to support effective teamwork for the STA302 final project. It has been developed based on U of T policies and with reference to adapted work from Federman Stein, R., & Hurd, S. (2000). *Using student teams in the classroom: a faculty guide*. Anker: Boston, MA.

Setting group expectations and policies

Before the deadline to register your group, please discuss and agree on the following:
- What *platform*(s) will you use to *meet, communicate,* and *collaborate*? E.g., email, Zoom, Google docs, etc. Remember that you have access to Zoom and Microsoft 365 (online has collaboration functionality) as U of T students. Your group also has your Quercus group page with discussions enabled.
- What is your *meeting schedule*? How often do you plan to meet and for how long?
  - Do meetings start on the hour or on U of T time? What does it mean to be 'on time'?
  - If you're not holding meetings, how will and when will group members give *progress updates*?
- If you cannot *attend a meeting*, what will you do and by when?
- If you cannot *complete a task* that you said you would, by the time you said you would, what will you do?
- What does satisfactory *participation/contributions* look like in this group?
- What will your group do if a member does not *participate/contribute* enough?
- Are there any *other* things you must agree on as a group to work effectively?

Group issues

If there is a problem within your group, e.g., you cannot contact a group member or a group member is consistently not participating, not completing work or not completing work to the appropriate standard, you must contact the teaching team at sta302@course.utoronto.ca, **at least 5 business days before the relevant project submission is due**. We will do our best to help you resolve the issue.

Our expectations of you and your group

- You will email sta302@course.utoronto.ca with *group-work concerns* as soon as they arise. We cannot help you when you email the night before the due date saying that you haven't heard from a member at all in the last two weeks. This is the kind of thing you should alert us to **proactively** so that we can get involved to help you find a solution.
- You will be an *active* and *equal* contributor to your group, maintain regular communication, and flag issues with completing assigned pieces of work as soon as possible. Aim to operate under a 'no surprises' policy.

As this project is a piece of coursework at U of T, you have *already* made agreements to abide by the University of Toronto's rules and codes of conduct for students. As a student of U of T, you are responsible for understanding the requirements of the Code of Conduct on Academic Matters. U of T also has a Code of Student Conduct, and there will be zero-tolerance of discriminatory harassment, sexual harassment and any other forms of prohibited behaviour, in the context of this group-work and the wider class.

Task: Have one member of the group add your notes about the topics in the **'Setting group expectations and policies'** section in the box below. You can increase or decrease its size as need. You can format your answers in whatever way works for you, but ensure they clearly capture what you are all agreeing to so you can refer to them later. Once this is complete, each member must sign this group contract (see last page) and one completed PDF should be uploaded to your group's Quercus site and with your proposal submission. Each member should retain a copy of the signed document for their own reference.

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Group Teamwork Agreement for Group # ___88___

1. Roles and Responsibilities
- Task Assignment: Each member will be equally assigned specific tasks based on their strengths and interests.
- Accountability: Everyone is responsible for completing their assigned tasks on time.
- Shared Responsibility: Even with assigned tasks, we will all take responsibility for the overall quality of the project.

2. Communication
- Regular Meetings: We will hold weekly meetings on Sundays to discuss progress and address any issues.
- Communication Channels: We will use WeChat group to stay connected and promptly respond to queries.
- Timely Responses: Members will respond to messages within 24 hours unless there's a valid reason.

3. Deadlines
- Internal Deadlines: Each part will have an internal deadline that is a few days before the actual project deadline to allow for revisions.
- On-time Delivery: Each member agrees to submit their part on or before the internal deadline.

4. Quality of Work
- High Standards: Each task should meet agreed-upon quality standards, including clarity, accuracy, and formatting.
- Peer Review: We will review each other's work to catch any mistakes or improve overall quality before submission.

5. Conflict Resolution
- Open Discussion: If a conflict arises, it will be addressed in an open and respectful manner during group meetings.
- Escalation: If a resolution cannot be reached within the group, we will consult with the teaching team.

6. Participation and Commitment
- Active Participation: Every member will actively contribute to discussions and tasks.
- Equal Contribution: All members are expected to contribute equally to the workload.

Declaration of Agreement

We, the members of group ___88___, will participate effectively in this group as we prepare our final project, over the course of the Fall 2024 term. This will include:

- *Acting in accordance with our group agreement, as outlined above.*
- *Attending group meetings on time.* If I must miss a group meeting, I will inform my group members ahead of time.
- *Coming prepared to share with my group.* If I am unable to prepare and/or complete agreed to work by the meeting, I will let my group know as soon as possible and take on additional work as needed to make sure everyone contributes a fair and equal amount to this project.
- *Being an active listener and participant.* I will ask for clarification if I do not understand something, and I will encourage all group members to speak up and share their views.
- *Giving constructive feedback, but not being unhelpfully negative.* I will comment on strengths and areas for improvement, when relevant.
- *Being respectful and professional at all times.*
- *Alerting the STA302 teaching team to any issues with our group so they can support their resolution.*

By completing the information below, each member agrees to abide by the group agreement and to contribute equally to the completion of the final project.

Name (as it appears on Quercus)	UofT email address	Date signed
Yanzun Jiang	yanzun.jiang@mail.utoronto.ca	2024.09.14
Yi Tang	zachary.tang@mail.utoronto.ca	2024.09.14
Siyuan Lu	siyuan.lu@mail.utoronto.ca	2024.09.14

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Once completed and signed, upload a PDF copy to your Quercus group page and submit with your Final Project Part 1 submission.