

Team Working Agreement - Spring 2024

Communication/Participation

- Regularly check and read Slack messages and respond to direct questions within 48 hours.
- Maintain a positive and constructive environment. Keep all interactions respectful.
- Workload should be delegated evenly. Members are expected to actively participate in group projects and assignments.
- Communicate any and all issues (missing a deadline, meeting absences, etc.) to group leaders immediately.

Meetings

- Attend weekly meetings, which will be scheduled at least 48 hours in advance. Meetings will be hybrid.
- Provide regular progress updates and be honest about the ability to meet deadlines.

Conflict Resolution

- If a member fails to uphold attendance and participation expectations (e.g. inactivity on Slack, unexcused absences, or failure to meet deadline):
 - Group leaders will hold a check-in meeting with the member to set new deadlines, create action plan, and remind member of team expectations.
 - If the issue persists, then group leaders will contact TA.
- If a member has an issue with another member:
 - First, members will address the issue with involved parties. Keep encounters respectful and be mindful of language used.
 - If confrontation does not work, group leaders will get involved and have a discussion with both parties.
 - If the issue persists, then group leaders will contact TA.

Team Signatures

I, **Michelle Ho** , agree to adhere to the rules listed above.