

Team Project

Team Ground Rule Acknowledgement

As team members working on the Introduction to Computer Games project, we acknowledge the importance of effective collaboration and maintaining a respectful and inclusive environment. We establish the following ground rules to ensure a successful and harmonious team dynamic. We commit to upholding these principles throughout the project by reading and acknowledging this document.

1. Respect and Inclusivity:

- We will treat each team member respectfully, valuing their opinions, ideas, and contributions.
- We will listen attentively, consider others' viewpoints, and engage in constructive discussions.

2. Equality and Fairness:

- We recognize that every team member's voice carries equal weight, regardless of their role or experience.
- We will provide equal opportunities for all members to participate, contribute, and lead within the project.
- We will distribute tasks and responsibilities equitably, ensuring a balanced workload.

3. Effective Communication:

- We will maintain open and transparent communication channels, promptly sharing project-related information, updates, and progress.
- We will actively listen to each other, seeking clarification and expressing ourselves clearly and respectfully.
- We will establish regular team meetings to discuss project objectives, address concerns, and ensure everyone is informed and engaged.

4. Accountability and Commitment:

- We will take ownership of our individual tasks and deliverables, striving for excellence and meeting agreed-upon deadlines.
- We will communicate proactively if facing challenges, foreseeing potential delays, seeking support, and finding solutions together.
- We will uphold the team's integrity by fulfilling our commitments and following through on our responsibilities.

5. Conflict Resolution:

- We understand that conflicts may arise and commit to resolving them constructively and respectfully.
- We will actively seek resolutions through open dialogue, compromise, and a focus on the best interests of the project and team.
- When necessary, we will involve the instructor to help facilitate resolution and maintain a positive team dynamic.

Roles and responsibilities:

Team Members:

	Name	Role
1		Project manager/ other (design/write/Dev.)
2		Design/Graphics
3		Audio
4		Dev.
5		Generalist/Open to assist

We agree to adhere to these ground rules and work collaboratively, respecting each other's contributions and promoting an inclusive and supportive team environment.

Team Name/ Title:

☐ We have read and acknowledge this document.

The following page does not need to be in your submission. It is an internal team note.

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Hey there, team!

We're all in this together, and the success of our project collaboration relies on our willingness to embrace diversity in skills, backgrounds, interests, and teamwork experiences. Let's trust each other's good intentions and immediately set clear expectations for communication, meetings, and deadlines. If you feel like expectations aren't being met, let's kindly and clearly communicate with one another and be open to suggestions for improving our contributions to the team's success.

To help ensure smooth communication, here's a friendly checklist to support our collaborative process:

1. Let's exchange contact information, including emails and phone numbers. To make it easier to communicate on mobile, (we can all use a communication platform such as Discord or a project-sharing app like Trello or Slack).
2. Let's make a concrete plan to meet up this week for game development, including deciding on a day, time, place, and expected duration.
3. In-person meetings are preferred, but if meeting physically isn't possible, we should make alternative arrangements for online collaboration. For example, we can individually test the game, take notes, and then convene online to discuss results and decide on the game rules to be submitted.
4. Let's keep each other in the loop by sending daily emails to confirm and coordinate plans.
5. While emailing about the project, CC all team members in our emails using the "Reply All" option and double-check the recipient list to ensure no one gets left out accidentally.
6. We actively listen to each other's ideas and practice the "Yes and" approach (no but) to build upon one another's suggestions.
7. Let's collaborate on the final document rather than leave all the work to one person.
8. Let's agree on who will post the document on maskants before class.
9. Following these friendly guidelines can foster a positive and productive team environment. Let's work together to make this project a success!

Ref: GDC