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| **Code of Cooperation** |  |
| **ENGR 132** | **Spring 2015** |

In ENGR 132, you will work on many tasks and assignments as part of a team.

A common way to promote more constructive and productive teamwork is to develop and maintain a set of guidelines for the team. These guidelines can include behaviors, attitudes, and roles and can focus on individual team members or the team as a whole. In ENGR 132, we call this set of guidelines a **Code of Cooperation**.

The ENGR 132 Code of Cooperation (COC) will be used as follows:

* It establishes guidelines for teamwork, expectations for team interaction, and consequences for violations of these guidelines.
* Teams can refer to their COC if issues arise during the semester related to teamwork.
* In Week 11, each team will revisit their COC to review it and make any necessary changes.

**Part 1: Names & Signatures**

1. Fill in your section number and team number below.
2. Type each team member’s name in the left column in the table below.
3. Once you complete and print the Code of Cooperation, have each team member sign in the right column.

|  |  |
| --- | --- |
| **ENGR 132 Section Number** | **38** |
| **Team Number** | **13** |

**Team Members**

|  |  |  |
| --- | --- | --- |
| **Name** | **Sign in this column in Week 3** | **Sign in this column in Week 11** |
| **Apoorva Kharche** |  |  |
| **Yash Shah** |  |  |
| **Broderick Shwartz** |  |  |
|  |  |  |

**Part 2: Individual Guidelines**

1. Review the individual guidelines provided in the table below. **These guidelines must remain in your Code of Cooperation!**
2. **Add at least 1 and up to 3 additional individual guidelines in the table below.** 
   * Write each guideline so it completes the sentence “I agree to…”

**I AGREE TO…**

|  |  |  |
| --- | --- | --- |
| **1** | Complete assignments on time. | |
| **2** | Constructively criticize ideas, not individuals. | |
| **3** | Resolve conflicts promptly and constructively. | |
| **4** | Attend all team meetings, be on time, and be prepared. | |
| **5** | Encourage team members and allow everyone to participate. | |
| **6** | Take responsibility for my team’s goals, progress, and success. | |
| **7** | Be an active listener and show respect for the contributions of other team members. | |
|  | **Complete this column for Week 3** | **Complete this column for Week 11  *(add any new or revised individual guidelines)*** |
| **8** | **Attend class or inform teammates if unable** |  |
| **9** | **Bring food to a meeting if I was late to the previous one** |  |
| **10** |  |  |

**Part 3: Team Guidelines**

1. Create **at least** **5** (but not more than 10) team guidelines. These guidelines should address topics such as the following; also see the example guidelines below:
   * How team roles will rotate
   * How meeting times will be determined and communicated
   * How the team will accomplish and communicate its work
   * How the team will ensure team assignments are turned in on time
2. Type each guideline into the table below.
   * Write each guideline so it completes the sentence “Our team agrees to…”

**Example team guidelines:**

* Have a pre-determined agenda (list of discussion topics) developed before each meeting.
* Meet on a weekly basis at a set location and time that works for all team members.
* Put cell phones on quiet and do not have other distracters, such as Facebook, open during team meetings.
* Set project dues dates one day before the actual due date so that all team members can review the final document before submission.

***Team Guidelines***

**OUR TEAM AGREES TO…**

|  |  |  |
| --- | --- | --- |
|  | **Complete this column for Week 3** | **Complete this column for Week 11  *(add any new or revised team guidelines)*** |
| **1** | **Meet on a weekly basis at a set location and time that works for all team members** |  |
| **2** | **Put cell phones on quiet and do not have other distracters, such as social media apps and sites, open during meetings. Unless required for work.** |  |
| **3** | **Have a pre-determined goals for each meeting** |  |
| **4** | **Not stare at each other blankly** |  |
| **5** | **We also agree to assist in any way possible and commit to being involved.** |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

**Part 4: Team Meeting Times**

It can be helpful for teams to have a regularly scheduled weekly meeting they can cancel if they do not need to meet. In the spaces below, identify the day, time, and location of your team’s regularly scheduled meeting and an alternate day and time when all team members are available.

**Regularly scheduled team meeting information**

|  |  |
| --- | --- |
| **Day of week** | Saturday |
| **Time** | 1pm |
| **Location** | Kraach 2nd Floor |

**Alternate meeting information**

|  |  |
| --- | --- |
| **Day of week** |  |
| **Time** |  |
| **Location** |  |