

Group 9 Expectations Agreement

Team members:

Minah Kim, Kate Meldrum, Brandtly Jones, Tyler Valentine

Positive group environment

- Treat members with respect and dignity
- Members listen to others and try to make sure every voice is being heard
- Set reasonable deadlines and follow project timeline

Processes

- Mode of Communication
 - Teams Chat
 - Make sure there is opportunity for people to ask questions, open communication
- How to schedule meetings
 - Discuss in-person or on Microsoft Teams
- How to conduct meetings
 - For important decisions, every person on the team voices an option
 - Meetings will be conducted during class and outside of class if needed
 - If a group members can still communicate and contribute but cannot meet in-person, they should communicate through Teams and find a way to share they work they have completed
- How to assign tasks
 - Create task list
 - Divide by time/labor consumption for fair/equal allocation of tasks
 - If someone is having difficulty completing a task, they should message in Teams so that the team can find a compromise
 - Group members clearly agree on the tasks that each member is expected to complete (along with due date and time), with the agreed upon tasks documented in writing.
 - Everyone should have time to review everyone else's work before submission, both to give feedback and agree on what is being turned in.
- How to handle disagreements
 - Other members will help mediate and if an agreement cannot be reached members will vote