

# Work Agreement

**Group Name:** Group 1

## Members:

- Ricky Dai, 32557720
- Ben Beckford, 25241548
- Arcadia Labon, 77905420
- Ethan Cheng, 73971723

## Schedule:

- Weekly in-person meeting Friday at 5pm in IONA B151
- Weekly lab on Monday at 3pm in IONA B151

## Communications:

- Check and respond to group chat once per day
- Google drive link: <https://drive.google.com/>
- Github link: <https://github.com/benbeckford/COGS300>

## Effort expectations:

- We all plan to achieve an “A+” in the class
- We will spend a minimum of 5 hours a week on lab work

## Roles:

- Arcadia: group leader, organizer, note-taker
- Ben: software engineer
- Ricky: lead robot maker, designer
- Ethan: lead-writer, note-taker

## Feedback:

- We will use the “standup” method (<https://geekbot.com/blog/daily-standup-meeting>) on Monday meetings to inform each other of what we’re working on and what we need for success.
- We will give each other feedback using the “compliment sandwich” method, i.e. two good things for every bad thing.
- We will use non-violent communication (<https://www.cnvc.org/>) to try to come to consensus on difficult issues for the most part.
- However, if consensus is impossible, we will revert to Robert’s Rules (<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet>) and abide by a majority vote. As leader, Arcadia’s decision breaks ties.
- Each Friday, we will use the “postmortem” method to reflect on what worked well about working together that week, what didn’t work well, and what we will improve.

**Signed:** Ben, Ricky, Ethan, Arcadia