UX Design - Spring 2023 **Team Agreement** **MAKE A COPY OF THIS DOCUMENT AND COMPLETE ONE PER TEAM. EACH STUDENT IN THE TEAM NEEDS TO SUBMIT THE DOCUMENT TO THE IN-CLASS ACTIVITY ASSIGNMENT. - DO NOT REQUEST ACCESS**	

Team name: The Taggers

Team member 1: Timothy Chiles
Team member 2: Charlie Richardson
Team member 3: Adam Wojtulewski
Team member 4: Humberto Garcia

Discord:
TC#8887
ticogg#3550
c rich#2558

Attendance
Suggestion: *All team members will attend class and two in-person meetings each week after class. If one cannot make a meeting, one will email all team members at least 24 hours in advance. The team will agree on what constitutes a valid reason to miss a meeting. Lack of attendance will result in lowered team evaluation scores.*

Frequency of Meetings: 1-2 per week depending on the workload that given week

Agreed upon Attendance: Mandatory from 3:00 to 4:30 PM Tuesdays, same time on Thursday if there is a need to achieve the team goals

Agreed upon reasons for missing a meeting: Illness, emergency, etc

Agreed upon accountability for attendance of meetings: 1st time verbal warning, 2nd time discussion with Professor Lok, 3rd docked points

Communication
Suggestion: Discord will be used for informal team communication and email for formal team communication. All emails will be responded to within 24 hours. Lack of communication will result in lowered team evaluation scores.

Agreed upon communication approaches: Primarily Discord with some use of email

Agreed upon response requirements: Respond within 24 hours

Agreed upon accountability for communication: 24 hours check at least twice a day

Contribution of Ideas and Implementation
Suggestion: All team members are expected to contribute original ideas for and implement some portion of each major feature of the project. Lack of participation or consideration of others' ideas will result in a lowered team evaluation score and possibly an email to professors and the TA of the class.

Agreed upon expectations for the contribution of ideas: All members are expected to contribute their own ideas

Agreed upon expectations for implementation of ideas: All team members will implement some portion of ideas

Agreed upon accountability for project participation: All members must participate an equal amount and make up for any times that they are unable

How you will ask for help: Ask over Discord or in team meetings. Avoid asking when it's too late

How you will ensure fair distribution of work: We will agree upon work distribution during meetings

Roles
Suggestion: Each team member agrees to be the leader who "shepherds" the work. For example, having one person scheduling the interviews would ensure a consistent process, however, that person also isn't in charge of recruiting, scribing the notes, and processing the information (each person should be involved).

Process for group feedback:
The process for group feedback should be in the form of discussing what is working, what is not working, and conclude with any direct recommendations that should be addressed in upcoming

Process for above performing teammates
Encourage consistency and inquire how average performing teammates can close the gap

Process for below performing teammates:
Address them in the weekly group meetings. Go over what has gone wrong and how they can improve to help the team.

Other
Suggestion: include here other elements you all discuss and agree upon upfront.

Your classmates stated the following themes:
What were common elements of good team experiences?
Good communication, Good Leadership, equal contribution, delegation of tasks, understanding of roles, common goal, starting early, respect, patience, open-mindedness, shared understanding of work distribution, frequent meetings, accountability, leadership, initiative, soft skills, punctuality, trustworthiness, understanding of problems/delays, and timely responses.

What were common elements of failed team experiences?
Lack of communication, procrastination, unequal distribution of workload, lack of effort, lack of direction/team structure, lack of open-mindedness, lack of organization and coordination, failure to ask for help, lack of contribution, poor time management, not being open-minded, bad attitudes/tones, conflicting schedules, different goals, not speaking up, ego, carelessness, no passion, bad planning, incompletion, bad work ethic, not finishing tasks, mooching off other members, and stubborn members.

How do you want to provide feedback to teammates?
Communication, Feedback, Group Discussion, Meeting, Anonymous, Constructive Criticism, Performance Review, Direct/Anonymous, Nice but Honest, Anonymous Peer Review, Numeric Grading, Debrief Period, Google Forms, Individual Communication.

What should happen to teammates that perform below group accepted standards?
Lower grade, confrontation, reassign tasks, grade reduction, peer review, discuss and make sure expectations are in line, warning, one on one conversations, encourage to work, provide resources, dismissal, grade deductions, review peers, emergency meeting, probation, reflects effort.