


9+10 Team Contract and Group Rules

➤ Team Rules

- *The following subpoints are the expectations that we as a team have for each other.*
 - ***We will be present...***
 - Attend mandatory weekly team meetings.
 - Attend optional TA group checkin in meetings if possible.
 - ***We will be connected...***
 - Slack must be checked once a day every day
 - Messages are to be acknowledged even if one cannot provide a length response
 - We reserve the use of the STRAWBERRY EMOJI  for such a situation.
 - ***We will be reflective...***
 - Complete a reflection form by Sunday 11:59pm of each week.
 - What have you accomplished this week?
 - What have you struggled with this week?
 - What do you plan to work on next week?
 - What, if any, challenges do you foresee next week?
 - Responses will be reviewed during the TA meeting on Monday.
 - Forms will be sent out Friday noon 12pm.
 - ***We will be direct...***
 - Talk to the person you're having a problem with before you go to the team leader for conflict resolution.
 - Leader will ensure the preceding clause is followed, before acting on concerns
 - ***We will be vocal...***
 - Tell the group as soon as possible if you think you won't be able to help out much.
 - Directly message the team leaders when a personal conflict arises so redelegation of tasks can be made.
 - ***We will be proactive...***
 - When you are low on work, help out other sections where you can.
 - Check in with section heads or team leads if you are unsure of who to ask.

➤ Ramifications

- *The following subpoints are the expectations that we as a team have when our team rules are violated.*

- ***We will separate the issue from the individual...***
 - Someone's inability to accomplish a task is not reflective of the individuals, rather the situation they find themselves in. In mediating, we assume that no lapse is due to a lack of character.
- ***We will talk to individuals directly...***
 - Group members will be upfront with other team members and voice their dissatisfaction and concerns directly to the team member in conflict.
- ***We will look for a solution...***
 - No individual is responsible for the completion of the projects. When someone fails to complete a goal, we work together to find a solution.
 - We will hold a group discussion on Slack or meeting about the issue.
 - As a group, we will find further solutions if needed.
- ***We will keep others accountable for their workload...***
 - Through weekly meetings and reflections, we will check in with each other.
- ***We will be open to feedback***
 - When our teammates find an issue with our work or lack thereof, we will make an effort to picture what it is that has forced their hand into conflict.

I, Yifan Hou, will abide by the rules stated above. By signing this contract I accept all terms and conditions stated and will do my best to respect them through practice.

Sign: Yifan Hou

Date: 10/15/21