HCI 440 A2: Team Working Agreement   Your team number: 9
                Last update: 4-8-2017

Meeting Availability

[For each team member, indicate usual available days and times for meetings. Standardize all times to Central (Chicago) Time. Leave unavailable times blank for easier reading of the table. Indicate days that might be suitable for meetings with a tick mark in the last row. Remove my sample text in the table before submitting. Update team member availability as needed through the quarter.]

Team Member	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Laurie Melvin	*6:30-11:00 PM*	*12:00-2:00PM or 6:30-11:00 PM*	*12:00-2:00 PM*	*12:00-2:00PM or 6:30-11:00 PM*	*12:00-2:00PM*	*8:00-11:00 AM*	*8:00-11:00 AM or 7:00-11:00 PM*
Jasmine Omeke	*6:30-10:00 PM*	*12:00-1:00PM or 6:30-11:00 PM*	*12-1 pm or 6:30-10:00 PM*	*6:30-10:00 PM*	*12:00-1:00PM*	*8:00-11:00 AM*	*8:00 AM-11:00 PM or 7:00-10:00 PM*
Kyle Bowersock	Times vary with work schedule. Just e-mail and we'll work a day.						
Ashvi Patel	Times vary since I work as a substitute. Contact me & we can figure it out. Here are the times that I am certain about.	6:30-10:00 PM	12:00-2:00PM	6:30-10:00 PM		8:00-11:00 AM	8:00-11:00 AM or 7:00-10:00 PM
Suitable Meeting Day(s)							

Availability Exceptions

[Note any known or anticipated availability exceptions for team members here. Remove my sample text before submitting. Update as needed.]

Laurie: Not available April 26-,28
Jasmine: Not available April 9-18, April 26
Kyle: Not available Apr. 19-21, April 26.
Ashvi: Not available April 16-17, April 23-24

Agreed Communication Methods

[Choose preferred communications methods for your team. Routine communications are those done a day-to-day basis, for setting up meetings, checking on progress, etc. *Examples*: Email, D2L Team Forum, text messaging, etc. Meeting communications methods are those used for team meetings. *Example*: Skype. Update as needed.]

Routine: (Email, D2L Forum, etc.)

Meetings:

Team Behavior Expectations

[Include any logistical behavior expectations here. Two are required and listed below. Add others as desired or needed.]

Time to respond to email (hours): 4-6; (I'll try my best to reply within that time frame but I might need more time, 8-10 hours? - Ashvi)

Lead time for assignment review (hours): 8

Issue/conflict resolution process (*optional—not required*):

Other:

Team Contact information

[Record team contact information here for easy reference.]

Name: Laurie

Email: lmelvin@depaul.edu

Skype: lmelvin@depaul.edu

Other:

Name: Kyle

Email: k.j.bowersock@gmail.com

Skype: k.j.bowersock

Other:

Name: Ashvi

Email: ashvipatel24@gmail.com

Skype: ashvipatel1

Phone: 847-873-6256 (fastest way to get a hold of me)

Name: Jasmine

Email: jasmine.omeke@gmail.com

Skype: Jasminesthename

Other: