**Team Operating Agreement**

| **Project Name** | CreativeLayers Lab |
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| **Module** | MEC328 |
| **Module Leader** | Dr Dong Zhang |
| **Team Name** | AG80 |
| **Start Date** | 20/02/2024 |
| **End Date** | 07/05/2024 |

**Purpose of the Team Operating Agreement**

This Operating Agreement serves as the guidelines and ground rules to help the project team work productively together over the course of the project lifecycle. The aim is to help you avoid disagreements about your approach to working within your team, and to help you resolve disagreements if they do arise. The agreement is a living document and may be updated as the need arises throughout the project. Any updates will be discussed with and ratified by the project team members, and should be recorded below.

**Team Mission**

To design and deliver a 3D printing course: involving the teaching of creating models and how to use the printer. Students will complete a challenge with their new skills.

**Team Communications**

Describe how project team members will communicate with each other. Include where project documents will be stored (e.g. Google Team Drive, and a link) and how they may be accessed; how and when meeting agendas and minutes will be distributed; and how confidential information will be handled. List all team members’ email and mobile numbers, Facebook name *etc.*; their preferred communication method; and any times/days that they are unavailable to be contacted.

1. The project’s Google Team Drive will store the project work, both in development and as finished files. Team Members should use Google Docs for all drafting of work.
2. The Drive has restricted access so can be used for confidential information, and all team members have access via <https://drive.google.com/drive/folders/0AAPd4IxPPqJuUk9PVA>
3. We will hold weekly team meetings on Wednesdays from 12.00 - 13.00.
4. All items to be discussed in weekly meetings should be added to the agenda in the Team Drive at least 12 hours prior to the meeting, so that all members have the chance to review the list before attending the meeting.
5. A secretary will be appointed on a rotating basis for each meeting, and he or she will take notes and record key actions and who is responsible for them. These meeting minutes will be shared in the Google Drive within 12 hours of the meeting.
6. During meetings, conversations between individuals, parallel to the main discussion, will not be allowed. Any additional items which have arisen since the agenda was prepared can be discussed with the team at the end of the structured agenda.
7. Day to day communication will be using What’sApp. Each team member agrees to check the group chat at least once each day, and to respond as appropriate.

| **Name** | **Email** | **Phone** | **Prefered Contact** |
| --- | --- | --- | --- |
| Anastasiia Yatuk Bondarchuk | ayatlukbondarchuk1@sheffield.ac.uk | 07727032880 | WhatsApp |
| Ethan Watts | eawatts1@sheffield.ac.uk | 07400531517 | WhatsApp |
| Jun Zhang | jzhang213@sheffield.ac.uk | 07946111658 | WhatsApp |
| Kangjian Dai | kdai3@sheffield.ac.uk | 07535612072 | WhatsApp |

**Decision Making**

Describe how project team members will make decisions. Everyone must agree on how decisions will be made to ensure that everyone can live with the outcomes, and to ensure that the project can move forward. Include guidelines for voting on decisions, how decisions will be documented, definitions of key terms, and what happens if the team cannot come to a decision.

1. Consensus means that everyone can live with the decision. It does not mean everyone has to agree 100%.
2. The team will use thumbs up/thumbs down voting to make decisions quickly and move on.

* Thumbs up = agree with no further discussion.
* Thumbs sideways = agree, but have further questions. (Questions will be asked and answered immediately after the vote.)
* Thumbs down = cannot agree to the solution proposed. (Be prepared to answer the question: What would it take for you to go to thumbs sideways or thumbs up?)
* Anyone on the team may call for a vote at any time.

1. Members may not abstain from voting.
2. No decision is made if there are any thumbs-down votes. The team will discuss further until consensus is reached.
3. If the team cannot agree after discussion and three votes on the same issue, we will move on and return to the issue in the next meeting. If it is still unresolved, we will seek support from a tutor or the module convenor.
4. Meeting minutes will document the decisions made. If you have questions after reviewing the minutes, contact the project team leader and determine the course of action, such as to bring questions to the team for discussion again.

**Meetings**

So much project work and decision-making happens during meetings that it is important to establish how project team meetings will work. Address what will happen at meetings (generally). Establish who will be responsible for the facilitating, frequency, and scheduling of meetings, and attendance expectations.

1. Project team members will schedule where and when to meet during the lab session.
2. During each meeting, a list will be kept to record topics that require discussion at a later date.
3. Issues, risks, change requests, and action items will be reviewed and updated at each meeting, based on the minutes of the preceding meeting. This will be the first item on the agenda each.
4. Meetings will start and end on time. Team members will attend meetings in person when feasible.
5. Project team members will meet each week on Wednesdays, 12.00-13.00 in The Diamond.
6. Before the meeting the secretary will write the agenda of what has to be discussed during the meeting.
7. The secretary role will be assigned to one member each week by alphabetic order of our names. (Anastasiia, Ethan, Jun, Kangjian)
8. Any team member unable to attend a meeting with good reason must notify the group in the What’sApp group chat, with 12 hours’ notice, unless the reason was unforeseeable. It is not necessary to share the reason for absence if this is personal, but if personal circumstances require missing more than two meetings, the affected group member should contact the module leader.
9. It is the responsibility of each team member to stay current on the project team activities, even when he or she has missed a meeting, by reading the minutes online.

**Personal Courtesies**

Outline the personal courtesies that team members will extend to one another. The contents of this section depend largely on the culture of your team. Do not assume that personal behaviors are understood, and pay particular attention to any cultural differences, if you are working in a multicultural team.

1. Team members will bring their individual perspectives to the team and will also consider what is best for the project.

2. All mobile phones and other communication devices must be silenced during meetings and used on an exceptional basis only.

3. All team members agree to make an effort to involve every member of the team in discussions, recognizing that quieter members still have valuable insight and expertise to contribute.

**Agreement**

| Name: | Ethan Watts |  | Signature: | Ethan Watts |  | Date: | 28/02/2024. |
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| Name: | Kangjian Dai |  | Signature: | Kangjian dai |  | Date: | 28/02/2024. |
| Name: | [Jun Zhang](mailto:jzhang213@sheffield.ac.uk) |  | Signature: | jun zhang |  | Date: | 28/02/2024 |
| Name: | Anastasiia Yatluk Bondarchuk |  | Signature: | Anastasiia Yatluk |  | Date: | 28/02/2024. |