

TEAM Covenants

Team Name:

Team Members:

Alex Hannaway	Becca Dingman
Gail Barido-Maier	Sarah Andrew

Team Procedures

1. Day, time, and place for regular **team meetings**:

Meeting times and places will be determined in the group Slack channel, hcin620-group. Each member of the group should be checking the Slack channel every day. Responses to the group must be sent within 24 hours. If a group member is unavailable for an extended period of time they will make that known to the rest of the team. All team meetings via Slack or in-person must be attended by every group member unless previously stated that they cannot attend. If a group member misses a meeting, they are responsible for any missed content and any tasks assigned by the rest of the group during that time.

2. Preferred method of **communication** (e.g., email, cell phone, MyCourses, face-to-face, in a certain class) in order to inform each other of team meetings, announcements, updates, reminders, problems:

Slack, Google Calendar, email, text or call will be a last resort contact method?

3. **Decision-making policy** (by consensus? by majority vote?):

Consensus

Team Expectations

Work Quality

1. **Project standards** (What is a realistic level of quality for team presentations, collaborative writing, individual research, preparation of drafts, peer reviews, etc.):

We will strive for high, masters degree level quality on all assignments. Thoughtful and detailed participation is expected from every team member. We will follow group decided deadlines for all deliverables and work as a team to complete every assignment to the best of our abilities.

2. **Strategies** to fulfill these standards:

Communicate thoroughly and start assignments Monday

Team Participation

1. Strategies to ensure cooperation and equal distribution of tasks:

Consensus on all task distribution

2. Strategies for encouraging/including ideas from all team members (team maintenance):

Spitballing sessions, actively discussing each idea from all team members

3. Strategies for keeping on task (task maintenance):

Outline milestones and tasks on Google Calendar, weekly check in and daily slack checks

Personal Accountability

1. Expected individual attendance, punctuality, and participation at all team meetings:

Attendance is required for weekly team meetings and daily slack checks.

2. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:

Team assignments, timelines and deadlines will be met as agreed upon during team meetings.

3. Expected level of communication with other team members:

Check Slack everyday and respond within 24 hours

4. Expected level of commitment to team decisions and tasks.

Team members will check the slack channel daily.

Consequences for Failing to Follow Procedures and Fulfill Expectations

1. Describe, as a group, you would handle **infractions** of any of the obligations of this team contract:

The team will have a 3 strike policy. Emergencies (or notified 24 hours advance) do not count against the team member when they notify the group with the circumstances.

2. Describe what your team will do **if the infractions continue**:

Strike 1 - The team will be kind of pissed off, but will ultimately let it go with an apology and a promise to do better in the future

Strike 2: The team will make a note of the infraction in the peer evaluation and suggest that points be deducted for that member's overall grade.

Strike 3: Your name will not be included on the next assignment submission and the professor will be contacted to let him know the situation. You will be removed from the team.