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Section 1: Positive Working Environment

How to create and maintain a positive working environment within the group.

- All group members are open to new ideas and different viewpoints.
- All group members view each other as collaborators and not competitors.
- All group members respect each other.

Section 2: Processes

Mode of communication.

- MS Teams: main mode of communication, 1-1 questions, update entire group, etc.
- Text messages: good for 1-1 questions (based on comfort level)
- Email: use as a last resort

How to schedule meetings (if needed outside of class).

- Through MS Teams: Ask for availability of each group member.

How to conduct meetings.

- Start with addressing which tasks we want to complete during the meeting.
- Discuss if any of the group members want to work on a specific topic, helps to keep all group members stay engaged.

How to assign tasks.

- Collectively decide on which parts of the project each member will work on independently based on their interests
- Discuss progress on tasks in class or during meetings and re-assign tasks if needed

How to handle disagreements

- Majority vote/ unanimous consensus: Depending on the situation and how strongly the group member feels about the topic.
- Open, respectful communication.
- Involve Jeffrey Woo as a last resort.