

Team Working Agreement

Term Fall 2021

Creation 11/10/2021; Revised XX/XX/XXXX (Only if revised)

1) Group Identification

Lab section # (see Carmen) - 28315

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Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Alex Wisser	Wisser.4	4199799413	
Jackson Hoyt	Hoyt.164	6143650932	
Dylan Brown	Brown.8349	7325031719	
Cole Rife	Rife.337	9379797459	

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2) Primary Means of Communication and Expectations

State your team's agreed upon various means of communication and expectations for response.

(Examples: All members will be expected to read emails from anyone in the group daily and respond within 12 hours.

OR: All team members will respond to group texts when they see them, even if only to say, "I will look into this".)

Snapchat; All members will respond to the group texts in the group within reasonable amount of time.

3) Scheduling of Meetings (Schedule at least one meeting as part of constructing your team agreement.)

Day and time of regular meeting: (agree on a day of the week and a time that works for everyone now)

Location/format of meeting: (in person, over Zoom, etc.)

Agreed upon means of scheduling other meetings:

(Example: Group will meet every Thursday from 6:30 to 7:00 over Zoom. Before leaving at the end of each class, the team will agree to set any meetings times and agenda needed before the next class and beyond if possible. Team members will take turns to send out a reminder of the meeting with an agenda within eight hours after the class. Team member E. Ng will send the first reminder and agenda.)

Example Agenda Format

Team Name:

Meeting Schedule:

Date: September 4th	Time: 1 pm	Location: Thompson Library
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Participating members (If not all.): Alex, Jackson, Cole, Dylan

Agenda: (items in bulleted/numbered list)

- Meetings will be Sundays at 1pm by Thompson Library
- With members cannot meet that time we will communicate and meet at a different time. Reminders will be sent out about the meetings.

4) General Responsibilities for All Team Members

This element of the team working agreement is the list of rules/agreements or the contract that all members agree to live by.

Example Statements:

- Stay on task during lab. (Give details about group culture expectations)
 - Divide the work fairly and be sure that everyone participates equally. (Be clear about quality expectations)
 - Complete assigned tasks on time. (State weekly timeline expectations)
 - Be on time to all meetings and notify other team members ahead of time in case of absence from a meeting. • Discuss any problems as they arise. (Follow Conflict Resolution protocol outlined below)
 - Ensure that all team members have a copy of the finished report.
 - Ensure that all team members understand all the concepts and information presented in the report. (Discuss method of checking team member understanding)
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- Stay on tasks
 - Get work done on time
 - The work will be divided fairly and everyone will equally participate

5) Specific Team Member Responsibilities/Deadlines (If applicable)

This section may be used to record specific tasks or responsibilities particular team members have assumed.

Example Statement (not an exhaustive list):

- Team member Brutus will take responsibility to make sure all oral communications are clear and respectful.
- Team member J. Zen will be responsible for maintaining a team blog.
- Team member E. Ng will be responsible for weekly schedule reminders.

For Software Design Project:

- Alex will be responsible for organizing tasks and who does what
- Cole will be responsible for submitting assignments
- Jackson will be responsible for making sure all deadlines are met
- Dylan will be responsible for scheduling and reminding of meetings

6) Conflict Resolution

Each team should have a pre-agreed approach to addressing issues that may arise.

Example statement: When there are problems within our group pertaining to the general responsibilities or specific responsibilities, the following steps will be taken in this order until a resolution is found.

- Enter conflict resolution assuming good intentions from teammates.
- Discuss problems within the group to come to a working solution, trying to make sure all members have opportunity to participate in the discussion.
- Hold a team discussion of the problem with a GTA or Professor to find a solution.
- If 2 and 3 fail, ask a GTA or Professor to make a decision (arbitrate).

If conflict arises we will first have a meeting and discuss the problem. We will ensure every team member has a chance to voice their opinions. If problem continues we will reach out to a GTA or professor.

7) Expectations of

Faculty and GTA's

Suggested Statement:

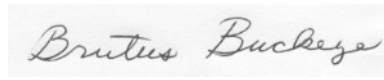
If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting a completed assignment. Staff will be available to meet with teams to resolve issues.

If a team member violates this agreement, the team will continue to meet and completes assignments and staff will be notified.

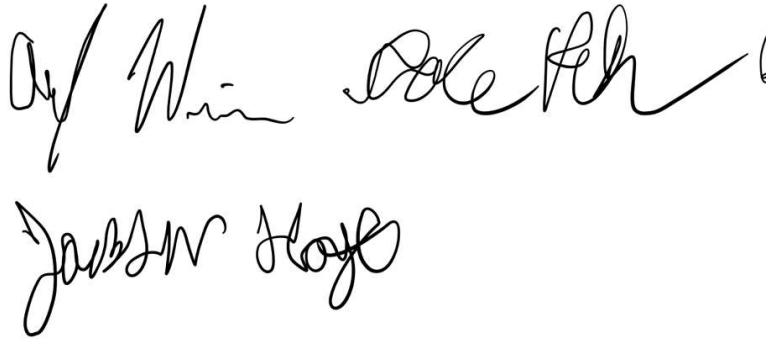
8) Team Signatures

Signature for each student is to be included.

Example:

A handwritten signature in cursive script that reads "Brutus Buckeye".

Brutus Buckeye

Four handwritten signatures in cursive script, stacked vertically. From top to bottom, they read: "Alex Wisser", "Cole Rife", "Dylan Brown", and "Jackson Hoyt".

Alex Wisser, Cole Rife, Dylan Brown, Jackson Hoyt

Be sure that all team members receive a copy of this agreement.