

Group Teamwork Agreement for Group # 12

- Main method of communication will be via text or email.
- Meetings will be tentatively set every Monday starting November 3rd for 1 hour from 6 to 7 PM EST on Google Meets. If no meeting is required for that week, communication will be through text on progress updates and work ahead.
- If we cannot attend a meeting, updates will be sent via email or text and will discuss whether we want to reschedule or forego the meeting.
- We will divide up the tasks equally in terms of difficulty, if one part takes significantly longer, we will account for that by giving the other party parts of other tasks.
- If we cannot complete a task, we will let each other know ahead of time and see if we can help each other out.
- Satisfactory participation means that we both contribute to the best of our ability and complete tasks on time as well as without significant errors.
- We will discuss with each other if participation is unsatisfactory and teaching team if need be.

Declaration of Agreement

We, the members of group 12, will participate effectively in this group as we prepare our final project, over the course of the Fall 2025 term. This will include:

- *Acting in accordance with our group agreement, as outlined above.*
- *Attending group meetings on time.* If I must miss a group meeting, I will inform my group members ahead of time.
- *Coming prepared to share with my group.* If I am unable to prepare and/or complete agreed to work by the meeting, I will let my group know as soon as possible and take on additional work as needed to make sure everyone contributes a fair and equal amount to this project.
- *Being an active listener and participant.* I will ask for clarification if I do not understand something, and I will encourage all group members to speak up and share their views.

- *Giving constructive feedback, but not being unhelpfully negative.* I will comment on strengths and areas for improvement, when relevant.
- *Being respectful and professional at all times.*
- *Alerting the STA302 teaching team to any issues with our group so they can support their resolution.*

By completing the information below, each member agrees to abide by the group agreement and to contribute equally to the completion of the final project.

Name (as it appears on Quercus)	UofT email address	Date signed
Kai Wang	kaix.wang@mail.utoronto.ca	Oct 25 th , 2025
Mason Law	mason.law@mail.utoronto.ca	Oct 26 th , 2026

Once completed and signed, upload a PDF copy to your Quercus group page and submit a copy with your Final Project Part 1 submission.