Class C

Team Agreement for Collaboration (Mandatory)

As a team, we acknowledge that clear communication, structured task management, and mutual accountability are essential for our success. We agree to uphold the following guidelines to ensure a productive and respectful collaboration.

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1. Communication

How will we communicate? (Platforms & Response Time)

- *Primary Platforms:*
    - *Discord – For long-term communication, file sharing, and discussion of complex topics.*
    - *WhatsApp – For quick updates, urgent matters, and immediate responses.*
    - *Asana – For structured task management, tracking deadlines, and ensuring transparency in workload distribution.*
- *Response Time Expectations:*
    - *Team members should respond within 24 hours on Discord and Asana for non-urgent matters.*
    - *WhatsApp should be checked regularly, with responses given as soon as possible for urgent messages.*
    - *If a member anticipates being unavailable for an extended period, they must inform the team in advance.*

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2. Meetings & Attendance

When and how often will we meet?

- *Regular Meetings:*
    - *Frequency: At least once a week after class.*
    - *Location: Preferably in person; if unavailable, an online alternative will be arranged.*
    - *Agenda: Each meeting will have a defined agenda to maximize efficiency.*
- *Additional Meetings:*

- o *More meetings may be scheduled based on deadlines, workload, and emergencies.*

- o *Urgent issues will be addressed through impromptu meetings when necessary.*

- *Attendance Expectations:*

  - o *Attendance is mandatory unless a team member provides a valid excuse in advance.*

  - o *Persistent absenteeism without valid justification will be addressed according to the outlined consequences.*

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3. Task Division & Engagement

How will we divide work fairly?

- *Tasks will be created and assigned collaboratively on Asana, ensuring fair distribution based on availability and skillsets.*

- *Team members will self-assign tasks when possible and take on additional work as they complete assigned tasks.*

- *Task creation and allocation will be reviewed during meetings to ensure transparency and fairness.*

- *Each team member is responsible for updating Asana to reflect task progress and completion.*

- *If a team member faces difficulty completing a task, they must communicate this promptly to seek assistance.*

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4. Deadlines & Quality

How do we ensure quality work is delivered on time?

- *Progress Reviews: At the start of every meeting, we will review each other's work and provide constructive feedback.*

- *Quality Standards: Work should be well-researched, formatted correctly, and adhere to the assignment requirements.*

- *Final Review: Before submission, all work will be checked collectively to ensure it meets quality expectations.*

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5. Conflict Resolution & Consequences

What happens if someone does not follow our guidelines?

If a team member repeatedly fails to meet expectations, the following steps will be taken:

1. *Informal Communication – The concerned team member will be approached directly by another member to discuss the issue.*

2. *Emergency Meeting – If the issue persists, a meeting will be held to formally address the problem.*

3. *Escalation to Teachers – If no improvement occurs, the situation will be reported to the instructors.*

Specific Consequences We Agree On:

- *Missed Deadlines:*
    - *Occasional delays due to unforeseen circumstances will be excused.*
    - *Repeated failures to meet deadlines will result in the redistribution of work and intervention by the team.*

- *Poor Communication:*
    - *If a member struggles with communication, we will adapt to more suitable methods.*
    - *If a lack of communication persists, accountability measures will be discussed.*

- *Missed Meetings:*
    - *Missing a meeting without prior notice or a reasonable excuse is unacceptable.*
    - *Repeated absences will result in intervention.*

- *Low-Quality Work:*
    - *Unintentional low quality: We will improve communication and task definitions.*
    - *Intentional low quality (laziness): The matter will be escalated according to the steps above.*

Agreement Acknowledgment

Date:19 /02/2025
Team Members & Roles:

- *Kian Azizpour – Team Leader*

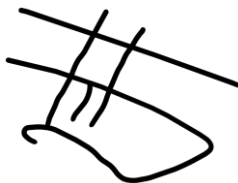- *Kiana Javadpour – Vice Team Leader*

- *Maryam Karimi– Note Taker*

By signing below, we confirm that we understand and agree to follow the collaboration guidelines outlined above.

Signatures:

- *Kian Azizpour:*

- *Kiana Javadpour:*

- *Maryam Karimi:*

This agreement ensures that all members are aligned in their responsibilities and expectations, fostering a collaborative and productive team environment.