Team Working Agreement
Spring 2024
Created 1/16/2024

1. Team Information

Course Section # 8115

Team Designation - G

Instructor: Christopher Ratcliff and GTA

Team G

Contact Information:

Name	Email Address	Phone Number
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2. Team Values & Goal

What are the team's top 5 values?

- Family
- Friends
- Sleep
- Responsibility
- Honesty

What are the team's expectations of quality level? Top goals? Minimum acceptable goals?
Include at least 1 goal regarding psychological safety, belonging, and inclusion.

- Everyone should get an A in the class
- Everyone should finish their work on time
- Everyone should be respectful to one another and feel free to express themselves completely

3. Communication and Meetings

What are your team's preferred method(s) of contact and expected response time(s)?
Instagram Group chat, within 1-2 hours

How often do you plan on meeting to achieve your goals? (Do you anticipate this changing throughout the semester?
Once or twice a week on Mondays at 6pm in Drackett's 1st floor

Individual(s) in charge of agendas, reminders, minutes
Everybody. People should come prepared with topics to discuss in meetings and be able to showcase what they worked on. The monitor in charge of the assignment next due should record meeting minutes and notes.

4. General Expectations and Group Norms
How are team members expected to behave? What are the group norms?
With professionalism, work with effort, get things done on/before deadlines

What are acceptable/unacceptable types of interaction?
Speak to each other with respect, don't be rude/offensive

What are the team members' expectations regarding attendance?
Attempt to attend all meetings and notify the team in advance if one can't make it.
Full attendance (this means being present as well) at all meetings, absences permitted with acceptable excuse.

How are team members expected to behave during lab/class periods?
Get things done that are due that day

What are team members meant to do between classes? Lab/class preparation?
Work on assignments, seek help if needed

How are team members meant to ensure the team stays on track?
Send reminders on group chat, help them if needed

How are documents expected to be shared? (e.g. OneDrive, Google Docs, etc.)
OneDrive/email when difficult

How many days before an assignment is due should everybody have their portion completed for review?
1-2 days at least

When should team members first notify the group if they are struggling?
As soon as possible via the group chat/in class, whichever becomes available first

5. Individual Team Member Responsibilities 🔻

When/how will individual tasks/responsibilities be assigned?
By the team, when applicable

How will the team ensure work is divided and that everyone participates equally?
Everyone chooses their task before doing the assignment so that the team agrees what they are doing is a fair share of work.
In writing assignments people will write an equal number of pages.

Are there specific roles that all team members have?
No, we switch out roles task by task.

What specific tasks are team members in charge of?
Will be decided on each assignment.

How often will these roles/task rotate?
On each assignment

6. Conflict Resolution

Suggested Statement: Once the team goals, general member expectations, and individual team member responsibilities have been established, candid, non-threatening discussion must be held when the group or individuals are not meeting the agreed upon terms.

When there is disagreement amongst members, how will the team make decisions?
Address the issues, talk to the members: COMMUNICATE

How will team members above be held accountable (be specific!)?
Team members should monitor each other. The team member who's responsible for monitoring tasks should check team working status ideally once per two days. Team members should communicate and set up goals for their assigned tasks, and complete tasks with limited objection.

How will team members that are not meeting expectations (not contributing to the team effectively) be addressed?
Team members who do not contribute to the work should not be allowed to sign submitted assignments. For team members who share limited contributions or are unable to finish the task on time, they should talk to the whole team and explain the reason they were unable to contribute appropriately.

How will team members that are not interacting appropriately with team members be addressed?
The team will organize a team conversation meeting to address responsibilities not being met and possible solutions for the problem team member.
How will the team handle resolving issues when a team member is not acting inclusively?
The team will talk with them and make sure that they understand what they are doing is wrong and how they can fix it.

What are the consequences for violating this agreement (be creative!)?
The group member in question will not be allowed to sign any work-related agreement for future assignments (or until they work themselves back up and become a contributing team member).

When is it okay to redefine goals, expectations, and responsibilities?
When goals are not realistic; when the situation changes.

When will UTAs, GTAs, or the instructor become involved?
Once talking to the team member does not help and they are still acting inappropriately.
After the group gives a warning and members still cannot meet the terms of this agreement.

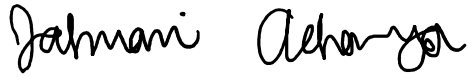## 7. Expectations of Faculty and GTAs

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 members cannot do their work successfully after a group warning, then a member will let the instructor know. In addition, staff will be able to help students improve necessary skills during office hours and, if members and staff have tight schedules, at other times.

8. Team Signatures

Mohammed Maalin

Jahnavi Acharya

Lucy Li

Zachary Miranda