

Teamwork

AGREEMENTS HOW TO WORK TOGETHER

CONSIDER to AGREE on	Agreements
TIME <ul style="list-style-type: none">When should we meet as a team?What will be the start time of all meetings?What will be the end time of all meetings?	We meet everyday at school mostly as a team on project days on Tuesdays. Work until 6pm then rest. We start at the beginning of the lesson or whenever we agree to meet. We end the day when all or most of the work has been completed
LISTENING <ul style="list-style-type: none">How will we encourage listening?How will we discourage interrupting?	We will listen to each other’s opinion and don't interrupt members when they are talking.
COMMUNICATION <ul style="list-style-type: none">How do we communicate?Which platforms do we use?When do we communicate?What do we use to transfer files?	We use WhatsApp to communicate on a daily basis. For files and working process we have Teams chanel where we share files among us and work on shared files.
DECISION MAKING <ul style="list-style-type: none">How will we make decisions?What will be the votes need to pass a decision?How will we deal with conflicts?	We will listen to everyone’s ideas and vote on who has the best one.
PARTICIPATION <ul style="list-style-type: none">How will we insure everyone’s participation?Will we have an attendance policy?How to deal with missing members?	Each team member has a responsibility to attend class everyday, but we all have other commitments in our daily lives. So, you must inform the team of any scheduling conflicts and do your work whenever you have the time at home.
EXPECTATIONS <ul style="list-style-type: none">What behavior should be expected from memebbers?Are there any requirements for participation?Should an agenda be posted the day before a meeting?	Every member is expected to take their work seriously and to put in work each and every day. The day's agenda will be discussed at the beginning so that everyone is aware of what will be our focus for the day and what outcomes can be expected.
FEEDBACK <ul style="list-style-type: none">How do we give each other feedback?When do we give each other feedback?	We give constructive feedback to eachother whenever we need it and on every milestone. To avoid slowing down the workflow, if you are having trouble, ask for assistance and receive feedback from the team members.
ROLES <ul style="list-style-type: none">How do we divide tasks and roles?Do we change the roles and tasks?	We discuss the work, divide up the tasks fairly among us, and then we connect everything together. For now we don’t have clearly defined roles.
ADDITIONAL INFORMATION:	