

# Group Expectations Agreement

Group 9

Brook Assefa, Shrikant Mishra, Thomas Lever

## 1. How to Create and Maintain a Positive Group Environment

- Be encouraging, provide positive feedback, and listen to ideas.
- Be flexible, focusing on each of our specific interests and skills, and dividing up responsibility accordingly.
- Emphasize communication; repeat points rather than lose track of progress.
- Emphasize group collaboration throughout the project, even for individual tasks; our entire group is responsible for the success of each task.
  - Even with divvying up responsibility, be sure to review others' work, and ensure it meets required prompts.
- Be organized, check-in, take meeting minutes and/or notes, and record sessions to refer back to later, so group members can stay in the loop with each other throughout the duration of the project. Manage a private Git repository and message other teammates whenever significant changes are made to the repository's contents.

## 2. Processes

- **How to Communicate**
  - Use Microsoft Teams and Gmail for setting up meetings.
  - Expect professional responses to questions and ideas within eight hours.
  - Receive contributions and communication from group members who cannot meet by integrating contributions into understanding and documents and responding professionally.
- **How to Schedule Meetings**
  - Decide at the end of meetings and over chat to conduct pair or trio working sessions.
- **How to Conduct Meetings**
  - At the start of meetings, go over any previous meeting's notes and review progress and any blockers. If needed, re-prioritize tasks for any major blockers we encounter. Set intentions for the meeting, including results to review and tasks to complete.
  - Allow the person with the most experience with an item to facilitate discussion and work for the item, with respect for completing the item at hand, not jumping around, and collaborating.
  - Type up meeting minutes towards the end of each meeting summarizing progress and detailing next steps for each team member.
  - Be aware of difference between time zones when scheduling new sessions
  - Review group agreement at least twice between start and end of project (e.g., during a mid-November meeting and during an early December meeting).

- **How to Assign Tasks**

- Assign tasks based on interest and preferences of each team member.
- Disperse tasks based on necessity.
- Record assignments and due dates and times in meeting notes.
- Accommodate group members' other commitments within reason.
- Discuss concerns about group members completing assigned tasks.
- Consider Jeffrey Woo as a resource in case concerns are not addressed.

- **How to Handle Disagreements**

- Resolve disagreements through discussion (e.g., video call on Teams) and compromise.
- Resolve any major disagreements through majority vote.