**HW 3: GROUP & GROUP MEMBER RESPONSIBILITIES**

**Due: 2/7/21**The success of the group will depend on the cooperation and professionalism of its members. Employers will expect you to know how to work effectively in groups: how to determine what needs to be done; how to find information; how to assess information; how to share the workload; and how to resolve interpersonal conflicts that might arise. Effective collaboration includes, but is not limited to:

* Participating fully (in spirit and in actuality)
* Participating professionally (i.e., civil discourse; abiding by the rules of academic honesty)
* Meeting responsibilities (i.e., completing assigned tasks on time and to the best of your ability, communicating effectively within the team and to external parties)
* Taking the consequences of not abiding by the group’s rules.
* Giving group members appropriate credit where due
* Not giving credit where it is due

***After reading through this document, each member needs to initial each item. If you disagree with these rules, then as a group amend them. All group contracts must be approved by the GTF (Indorica) and Professor Wong.***

**LFA Status**: Cainwyn (On-campus), Selina (Remote), Claire (Remote), Radhey(Remote)

1. Each group member agrees to attend group meetings on time.

Initials: SQ, CL, HJK, RP

1. In the event that a group member is < 5 min late, s/he may quietly join the group without disrupting it to ask what s/he missed. It is optional for the group members to fill in the latecomer.

Initials: CL, SQ ,HJK, RP

1. Group members who are avoidable late must: [**contact the team beforehand and be caught up with their portion of the work during their own time or reschedule meetings in advance**].

Initials: CL, HJK, SQ, RP

1. If a member submits plagiarized material and/or cheats, the group agrees to bring this to the instructor’s attention immediately.

Initials: SQ, CL, HJK, RP

1. Members agree to treat one another with respect. Respect includes no name-calling. If you don’t like an idea, address the idea, not the person (for example, “I don’t think that idea will work because…” not “That’s stupid”). In the event that a group member treats someone inappropriately, s/he will [**be reported to the professor**]:

Initials: SQ, CL, HJK, RP

1. No ‘cross-talking’ is allowed. This means not interrupting when someone else is talking.

Initials: CL, SQ, HJK, RP

1. In the event that a group member or members are dominating the group, it’s the timekeeper’s job to politely interrupt them (this is when you *can* interrupt) and ask that someone else speak.

Initials: SQ, CL, HJK, RP

1. **For each member, include a candid self-assessment of strengths and weaknesses (e.g., CAD, Arduino, biological, machining, electronics, medical, etc.).** The reason for this self-assessment is for your team to get to know each other better and to help each other get out of your comfort zone and learn expertise from each other.

Initials:

**Selina**: BME

**Strength-** biological, Matlab, java

**Weaknesses** cad, physics

**Cainwyn**: ME

**Strength-** CAD, GibsCam, Arduino, MatLab, Machining, Additive

Manufacturing, C+, C, SolidWorks, Creo, Comsol, LaTex…

**Weaknesses-** Reading, writing

**Claire**: BME

**Strength-** biological, medical, MatLab, writing

**Weaknesses**- arduino, electronics

**Radhey**: CE

**Strengths-** Arduino, C++, MATLAB, Python, LaTex, Electronic Sensors,

Physics

**Weakness-** Biology

1. **Include a schedule specifying rotation of group roles for each assignment.** This is accountability. (See below for examples of group roles). In addition, it is important to be transparent about your personal schedule and workload and determine the best way to be equitable and flexible. Key is communication with your teammates and planning. You may want to give specific examples as to how to deal with situations when a teammate has an exam or heavy workload one particular week. **Include metrics of how each team member will be assessed weekly if they are meeting expectations of the group.**

Initials: CL, SQ, HJK, RP

Table

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This week: Selina Claire Cainwyn Radhey

We will rotate to the right each week