

Stat 6021: Group 3 Expectations Agreement

Group Members: Ryan Folks, Timur Guler, Nick Landi, and Spencer Bozsik

Organizer: Nick Landi and Timur Guler

Scheduler: Spencer Bozsik

Recorder: Ryan Folks

Expectations of each group member/the team as a whole:

- All communication can be done over text → this includes scheduling meetings, checking in with one another, and asking project questions in general
- Meetings will be held over Zoom or in-person depending on what is agreed upon for the day
- Camera on during Zoom meetings unless there are internet issues that prevent you from doing so
- Group members should try to attend every meeting they can unless there is an important conflict or other arrangements are made, group members should give a reasonable notice if they can't attend
- Work needs to be done outside of group meetings so we will assign action items at the end of each meeting → tasks need to be completed by the agreed deadline
- Nobody needs to know everything, but everyone needs to give full effort
- Offer to help other group members if you're done with your portion of the project
- Listen to others' thoughts and ideas fully before making a decision
- Ask for help if you need help
- If there's a disagreement that can't be resolved, contact the rest of the group to help get us unstuck and back on track
- If you're unhappy with a group member's effort, reach out to the person and approach situation professionally and with empathy → if it doesn't improve quickly, then get the rest of the team involved
- Complete the peer reviews with respectful, helpful, and honest feedback
- **Most important: Be a supportive teammate**

Signed: Ryan Folks, Timur Guler, Nick Landi, and Spencer Bozsik