

CIDM 6355 Group Formation Document Sample

You may refer to this sample document, but please **DONOT** copy and paste any sentences directly; otherwise, you violate the student code of ethics and will be reported to the Dean's office and are subject to penalties described in the West Texas A&M University Code of Student Life.

Group Name: ____XX____

Group Number: ____XX____

Group Member Names (Alphabetically by last name)

1. XX	2. XX
3. XX	4. XX
5. XX	6. XX
7. XX	

I. Group Leadership

The team must select a leader for our group activities. The group leader facilitates group meeting, initiates group communication, keeps group on track, takes notes, and serves as the representative to the class instructor with project questions. The vice leader will take care of the same responsibilities when the group leader is unavailable.

Leader (First Last)	XX
Vice Leader (First Last)	XX

Please also share the following regarding your group leadership:

- How are the leaders selected?
- Why are they qualified?
- Does everyone in your group have a voice?
- What roles of the leaders?
- How can team members become leaders?
- Under what circumstances are leaders suspended?

The group held a meeting where group leadership was discussed. Everyone had the opportunity to take the lead and share their leadership strengths.

We decided on [Name] as the leader as he was the one who started the conversation with the team and has the skills needed to be a leader. He is professional project manager so we think he will be a good role.

The team came to consensus over who should be the leader and vice leader.

XXXXX

XXXXXX

XXXXXX

XXXXXX

II. Team Mission Statement

Each team is formed for a purpose or mission. Describe the mission of your team (you may refer to [this post](#) to know more about it)

Our team strive to submit high-quality work and meet all deadlines on time by working together respectfully and coherently. We are committed to improving our analytical and teamwork skills through those experiences.

III. Conduct of Collaboration

Centered on your team's mission, each team is expected to demonstrate their professionalism to achieve the team mission. Team members are expected to propose 3-6 rules or norms that would contribute to an effective and meaningful and respectful online communication or collaboration to achieve the team mission together. Each rule must be clearly written indicate the corresponding penalty. Each rule must indicate a certain rule. Common penalty includes warning, point deduction (Each violation of a rule will result in a certain number of points being deducted for each violation. If a team member is found to be in violation of a rule, the points will be sent to the instructor and then, be used to adjust the team's score in peer evaluation), notification to the instructor, and removal from the team. All team members are expected to comply with those rules throughout this semester.

Our team agree to comply with the following guidelines in our group project.

1. Stay accountable and responsible as an individual in the group. We agree to set and meet deadlines to prevent the group from falling behind on tasks. If anyone in our team does not meet the deadline without an early notification, a **5-point** penalty will be applied to this member.
2. Keep regular and effective communication in the group. We agree to meet regularly, use active listening techniques in team efforts when necessary, and reply to emails in a timely manner (within **24 hours** maximum). If anyone attends the meeting without an early notification, a warning will be given at the first time and a **5-point** penalty will be applied for each subsequent late attendance; if anyone fails to attend the meeting without a notification, a **10-point** penalty will be applied each time; if anyone does not attend the meeting for **24 hours** without any emergencies, a **5-point** penalty will be applied.
3. Respect each other. We agree to give each one another the opportunity to express their views and opinions. If a particular member violates this rule for the first time and then a **5-point** penalty will be applied for the second time and a **10-point** penalty and a **notification to the professor** will be applied for the third time.
4. Help one another. We agree to be willing to help each other if one is struggling with an element in the group work (teamwork). If anyone fails to help others must notify the team at least **24** hours before the deadline. If anyone violates this rule, a **5-point** penalty will be applied each time.
5. Keep professional. We agree to remain professional in all assignments. If anyone have more than **ten** violations mentioned in the guidelines, a **removal** of this member from our team, with the approval of the professor, will be applied.

IV. Group Communication and Collaboration

The group must agree on a communication method and frequency. Class group message, email, phone/text, Messenger, GroupMe, Slack, etc. Communication should be at least once a day, once a week, etc.) for scheduling group meetings and tasks. Please type your agreed method of communication and frequency below. **Each team must document their meeting minutes.** Each meeting minutes should include the date, time, location, why they meet, who participate in the meeting, and a brief report of the meeting.

Our team agrees to the following communication method and frequency:

1. We agree to use the following communication method and frequency: [method and frequency].
2. We agree to meet as needed, using rule 1 of at least 24-hour notice.
3. We agree to use phone/text in case of emergencies only.
4. Create a shared document to everyone in the group to share group activities and project related materials.
5. Everyone should be informed regarding the updates on the projects/task's progress/status.
6. The team will communicate a minimum of twice a week throughout the duration of the project, whether that is through slack or zoom as mentioned in rule 2, to ensure everyone is aware of soft/hard deadlines and individual tasks.
7. Team members will be involved in active listening: If restating messages as a means of resolving miscommunications and exploring the perspectives of others.
8. Each one take turns to write the meeting minutes and then the team leader compile all the meeting minutes before the deadline.

V. Project Management

Please describe how you are going to 1) select the topic and dataset of your project, 2) manage your project, assign tasks to members, and 3) track your project progress. Overall, your project management should secure the successful completion of your project.

- 1) Our team will meet first to discuss and determine our project. We will divide into three small teams to find the relevant dataset provided in Group 1. We will discuss our research questions; after 1-2 weeks, we will meet again and discuss our progress. We will then finalize our research topic and dataset.
- 2) Project management will be done in teams. We will assign tasks, track the task, due date, and who it is assigned to.
- 3) Team will also use Excel to keep track of our progress. We will ensure that work is a whole. Work will be balanced across team members and we will ensure that the team is aware of status and needs.

VI. Decision-Making and Conflict Resolution

The group must agree on how decisions will be made. Disagreements or conflicts will be resolved (majority rule, unanimous decision, etc.). Describe your method of decision-making and resolving disagreements or conflicts as well as how you will handle conflicts.

- Our team agree with the following decision-making and conflict resolution agreement:
1. Team should use majority rule to make decisions.
 2. Team members should agree on the best course of action and will apply majority rule.
 3. Team members should discuss the thought process behind the decision. Other team members should ask as many questions as needed to understand fully before making a decision.
 4. If there is a conflict, team members should focus on the issue and not on the person who caused the conflict. Avoid that person.
 5. If there is a conflict, vote/majority rule will be taken to decide the way forward.
 6. Team members should be willing to compromise and not be stuck in their ways, while being respectful to each other.
 7. Any tension or discord within the group will be resolved with discussions, listening carefully, having a positive attitude, and finding solutions.
 8. Any unresolved conflict with all the efforts above will be reported to the professor.