Team Process Agreement

Instructions: Review this document with your teammates. **Create a copy of this document** (File > Make a copy) and fill it out. One teammate should submit this document.

This should take you about 15 minutes to fill out. The main purpose is to communicate expectations and to hold one's teammates accountable if they do not deliver. If you have already filled out a Team Process Agreement for an earlier assignment, feel free to create a copy of that one, review the expectations, and then customize the document for the new assignment.

Date __07/31/2021_____   Course ____W201__ Section (day/time) ____Wed 4:00 P.M._____
Instructor _____Sahab Aslam_____   Team Name/Number ___4_____

1. What is the primary method of communication (ie. Slack, email, etc)? ____Slack_____

Slack/email response rule
What is the maximum delay for responding to Slack/email from team members? Under what conditions does it apply? (e.g. weekends, etc)

12 hours during work days.

2. Hours per week of project work
On average, how many hours per week will each member work on the project? ___12_____

3. Weekly meeting schedule
Consult your individual schedules, and find days and times that will work for all of you. List the days and times of meetings, and what platform you will use (i.e. Zoom, skype, slack video calls).

Satruday   07/31/2021 1 hour 5:00 P.M.
Sunday   08/01/2021   1 hour 5:00 P.M. -- Participatns have their document edits / reviews and slides prepared beforehand.

4. Other collective responsibilities and conduct
What does the team expect that every member will do? What are the shared terms of conduct and cooperation for the group?

Attend all meetings decided upon.
Complete all work by agreed upon times.
Follow grading rubric
Deliver all agreed upon tasks on time (prior to scheduled meeting)

Act as a thought partner and provide peer feedback

5. Individual members' roles and responsibilities
How can each member be reached? Who will submit assignments? What work will each member do?

In addition to responsibilities about content, group members can be assigned administrative roles (e.g. individual tasks such as upload the presentation to slack or broad roles like project manager. While a project manager is not required, groups have found it useful to have someone take point on some of the following tasks: scheduled team calls, filled out Team Process Agreement document, ensured group made clear decisions on each call to move the project forward in a timely manner, ensure that group met the assignment requirements, review action items at the end of each call, and ensure that group is prepped for feedback session with instructor during office hours.)

We strongly encourage you to articulate specific roles and responsibilities. You do not need to get overly prescriptive, but it is important that your team clearly understands the division of labor. If you write something like "everyone will work equally on each component of the project," please make it explicitly clear to each teammate what that means. The high-level goal here is to set appropriate expectations.

Members names & contact (e.g. email, Slack name, etc.)	Roles and responsibilities
Don Irwin	Complete sections, Questions, Sample, Variables and Treatments, in document.
Don Irwin	Make all changes / modifications as agreed upon with team members.
Don Irwin	Complete Slides for Study Design, Sample, and Variable prior to 08/01/2021 5:00 P.M. meeting.
Don Irwin	Be prepared to present on -- Study Design, Sample, Variable
Vineeta Kumar	Project pitch
Vineeta Kumar	Complete following sections: Study design, Statistical Methods, Deliverables Contributed to Overview, Research questions
Vineeta Kumar	Complete slides for sections assigned to me for presentation prior to 8/1/21 6pm meeting: Overview, Research Questions, Data Complete the slides by 8/1/21 10pm. Prepare and practice for the sections assigned to me.
Vineeta Kumar	Stitch together the slide deck, align the formatting of the slides by 10pm 8/1/21
Vineeta Kumar	Update study design to measure sentiment before and after the four-day work week change in companies by 8pm on 8/1/21

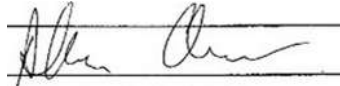|	
Russell Ude	Addressed Potential Risks section; Contributed to Overview & Research questions sections in the research proposal document
Russell Ude	Complete slides for Potential Risks, Statistical methods, & deliverables by 10pm on 8/1/21
Russell Ude	Prepare to present Potential Risks, Statistical methods, and deliverables by 6pm on 8/2/21
Don Irwin	Complete slide deck sections reference above with speaker notes prior to 10.00 P.M. 08/01/2021
All	Meet on 08/02/2021 at 6.00 P.M. PST to do recording / go over presentation. And final sign off on submission.
All	Meeting 08/03/2021 at 8.00 P.M. PST to do team review and grading of another team's project. All members will view team 1's presentation and reald their document prior to meeting.

6. Conflict resolution process

If a conflict within the group arises as a result of one or more members not adhering to the agreed responsibilities and codes of conduct, here are the steps to address and resolve the issue.

1. Write an email to the individual(s), ensuring that all group members are included in the email, with a detailed explanation of what problematic behaviours have been encountered, and suggest how the issue may be resolved. Invite the individual to explain their perspective, and be prepared to discuss the issue as a group towards potential plans for resolution. Copy the email text into a slack direct message and include all members of the group.

2. If the individual(s) do not respond within the agreed upon timeframe (email response rule), or you are unable to resolve the issue as a team, contact your instructor to try to help moderate discussion towards resolution.

3. If the issues are still not resolved, complete the Team Process Request for Removal form and submit to the Instructor. This will initiate a discussion-based process for either a final chance to resolve group issues, or to remove member(s) from the group.

7. Signatures

I participated in formulating these standards, roles and procedures, and understand that I am obligated to abide by these terms and conditions. You can simply type your name into the signature field.

Name _Vineeta Kumar_____ **Signature** _____VKumar_____	**Name** __Don Irwin_____ **Signature** _____
Name _Russell Ude_____ **Signature** ___Russell T. Ude_____	**Name** _____ **Signature** _____

Name _____	**Name** _____
Signature _____	**Signature** _____