**Team Members**:

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**Date:** February 14, 2019 **Section:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High-functioning engineering teams have clear and explicit expectations of how members will interact with each other. This document will serve as a guide for your team to construct an Operating Agreement to support your successful cooperation. Note that this one is somewhat different than you’ll see in industry because it focuses on your learning rather than an output.

Sign the contract when complete.

**Goals and Performance Measures:**

**(**What is the purpose of your team? What individual goals do you all have for this project?)

(How will you measure if your team is successful? Consider your interactions, individual and team goals.)

|  |  |
| --- | --- |
| **Goals** | **Performance Measurements** |
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**Team Norms:** (Code of Conduct)

**Brainstorm:** What are some examples of good team dynamics from your past experience?

**Brainstorm:** What are some examples of poor team dynamics from your past experience?

What is your group decision-making process? How will you ensure everyone participates?

What are your individual members’ technical strengths? How will you ensure each team member understands and participants in each part of the project (coding, analyzing, writing)?

List any communication guidelines that should be adhered to: What is the preferred method of communication outside of class (text, email, etc.)? [Now is a good time to exchange phone numbers if desired.] How long is reasonable before someone responds to a text/email/etc.?

Here are some suggested guidelines for how you will to interact during team meetings and work sessions.

* Listen respectfully
  + No computers/phones during group discussions
  + Pay attention to who speaks and for how long – work toward equity
* Value learning
  + Be prepared to not know things your teammates know, or to know things they don’t know
  + Disagreement is good, but challenge the idea, not the person
  + The project is not complete unless everyone in the team fully understands all of it
* Switch roles regularly
  + Each person should spend approximately equal time coding, analyzing and writing

**Team Member Signatures and Date**:

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Signature Date

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Signature Date

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Signature Date