

Team Working Agreement

Spring 2018

Creation 2/12/2018

Group Identification

Lab section # - 35187

Table # - C

Instructor – Schlosser

Team Member Info:

NAME:	EMAIL:
Matthew Zirbel	Zirbel.2@osu.edu
Jacob Manion	Manion.44@osu.edu
Joe Jerig	Jerig.5@osu.edu
Nick Folino	Folino.11@osu.edu

Primary Means of Communication and Expectations

Email: To share Google Docs files to collaborate on for assignments

GroupMe: General conversation and communication for meetings and doing assignments while not in the same physical place

- Members are required to keep up to date with messages and emails, while replying as soon as possible when prompted to.

Scheduling of Meetings

Team meetings will be scheduled when necessary either in class or in the team GroupMe, and each member must give their word if they are free to make the meetings at least a few hours before scheduled time. Time when team members are all free most of the time is Sunday nights with Monday nights as a backup.

General Responsibilities for All Team Members

- Work will be equally assigned to each team member
- When a member is assigned with a task, it's expected to be completed on time
- Disagreements or conflicts will be resolved using the Conflict Resolution section of this agreement
- Discuss all ideas as a team
- Keep everyone updated on work done to avoid loss of efficiency
- Quality of work should be up to par with everyone else's work

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Conflict Resolution

1. Keep discussion about conflict civil
2. Allow all members of the group to participate in conversation and give their viewpoint
3. Majority decision on problems will be the path the group takes
4. If there is still a problem even after voting and long discussion, a third-party, such as the GTA, should get involved and determine what the best route there is for the group

Expectations of Faculty and GTA's

If a team member does not follow the basic expectations of this agreement, lab staff may be brought in to resolve any issues.

Team Signatures

Matthew Zirbel

Jacob Manion

Joe Jerig

Nick Folino