

**Team Working Agreement  
Spring 2019  
Creation 01/17/2019**

**1) Group Identification (Left Justified)**

Lab section # - 9544 11:10 am Thurs  
Table E  
Busick  
Richetti

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Grace Rubino	rubino.29@buckeyemailosu.edu	(585)500-8766	N/A
Clark Godwin	Godwin.59@buckeyemail.osu.edu	317-697-6167	N/A
Ben Bachmann	bachmann.62@buckeyemail.osu.edu	605-520-5761	N/A
Maddy McGee	Mcgee.320@buckeyemail.osu.edu	740-513-7265	N/A

**3) Primary Means of Communication and Expectations**

All members must communicate through group me and check this app regularly.

**4) Scheduling of Meetings**

At the end of lab team will decide on meeting times for the next week and this will be translated in the group me as a reminder of these times.

Group members will alternate between sending reminders of upcoming meetings. A reminder will include the date, time, and location of said meetings.

**5) General Responsibilities for All Team Members**

This element of the team working agreement is the list of rules/agreements or the contract that all members agrees to live by.

- Always be focused during class
- Have proper preparation before class
- Treat other members of the team with respect
- Work hard to complete all assignments on time as best as they can be completed
- Always share work, but do not copy or commit academic misconduct
- Make sure that all members of the team understand their role and the information provided in class
- Be present and on time for meetings, class, and lab
- Split up work evenly and fairly and based on each individual person's strengths

**6) Specific Team Member Responsibilities/Deadlines**

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Team Working Agreement  
Suggested Content and Format

Specific tasks will be assigned on a per lab basis and team members will have an equal role in these task decisions. All team members must demonstrate equal amounts of leadership.

**7) Conflict Resolution**

If a problem should arise, a series of steps will be taken to address the issue

- 1.) The whole group will have a meeting to address the issue and try to find a solution that is reasonable for all members.
- 2.) If further action must be taken, a meeting of the entire team and a GTA or Professor will take place to find a solution to the issue.
- 3.) If a solution cannot yet be reached, the GTA or Professor will make the final call.

**8) Expectations of Faculty and GTA's**

If a member of the team refuses to abide by this agreement, then the problematic occurrence will be brought to the attention of a staff member. The team, however, will still complete the assignment on time and as directed.

**9) Team Signatures**

  
Grace Rubino

  
Clark Godwin

  
Ben Bachmann

  
Maddy McGee