Ohio State Engineering
First-Year Engineering
Team-Working Agreement
Suggested Content

Team Working Agreement

Term: **Autumn 2019**
Created Date: **17 January 2019** Revised Date: **n/a**

1. Group Information

Lab Section#: **9545**
Table Letter: **A**
Instructor: **Professor Busick**
GTA: **Ben Richetti**

2. Contact Information

Preferred Method(s) of Contact: Group Me, Email, and via Phone
Expected Response time(s): **30 min, 24hrs, and ASAP**
Table with Name and Contact Information

Name	Contact info	
Nicholas Brendle	**Brendle.21@osu.edu**	**7034070790**
Lars Kristensen	**Kristensen.6@osu.edu**	**4403189200**
Brayden Skall	**Skall.5@osu.edu**	**2166458255**
Sean Jones	**Jones.5427@osu.edu**	**9496807216**

3. Team Goal

What are the team's expectations of quality level? Top goals? Minimum acceptable goals?

Our goals are that we will consistently produce work at a high level, but if that is not attainable, we would like to at least give it our best.

4. Meetings

Frequency – How often do you plan on meeting to achieve your goals? (Do you anticipate this changing throughout the semester?)
Primary Meeting Day/Time/Location: **Sunday/3:30 pm/Thompson Library**
Secondary Meeting Days/Times/Location: **Saturday/**10:**00 pm/ Thompson Library**
Individual(s) in charge of agenda(s): **Everyone**
Individual(s) in charge of reminders(s): **Everyone**
Individual(s) in charge of minutes(s): **Everyone**

5. General Team Member expectations

What are team member expectations regarding attendance?
Everyone attends class all the time, unless unnecessary

How are team members expected to behave during lab/class periods?
They are expected to behave and pay attention to the material
How are team members expected to behave during team meetings? (What are the norms?)
As if it were class, but a little more laid back.
What are acceptable/unacceptable types of interaction?
Acceptable interactions are ones where both parties are treated with respect and unacceptable interactions are ones where one/multiple parties are treated without respect.
What are team members meant to do between classes? Lab/class preparation?
They are expected to let everyone know what they are doing in regards to the project and asking questions if needed. Also, prepare for class.
How are team members meant to ensure the team stays on track?
We will be communicating through GroupMe to make sure that the team is on track
How are documents expected to be shared? (e.g. Buckeye Box?)
We will send them through email or upload them on the website.
How many days before an assignment is due should everybody have their portion completed for review? When should team members first notify the group if they are struggling? **One day is necessary.**

6. Individual Team Member Responsibilities/Deadlines?

What roles do team members have? **Everyone shares the roles of the assignments, so that we can all collectively get it done.**
What tasks are team members in charge of?
Brayden is in charge of scheduling meetings
Lars is in charge of reminding everyone on what materials to bring.
The other two are backups to them.
How often will these roles/task rotate?

7. Conflict Resolution
Team members will be held accountable for their actions and inactions by doing whatever it takes (within reason) to make up for their actions. If that is not possible, there will need to be a compromise. If not, everyone is on agreement on the rules anymore, we will need to compromise to adjust them

8. Expectations of Faculty and GTAs
If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting a completed assignment. Staff will be available to meet with teams to resolve issues.

9. Team Signatures

_____
Name

_____
Name

_____
Name

_____
Name