

Ohio State Engineering First-Year Engineering

Team-Working Agreement

Suggested Content

Team Working Agreement

Term Spring 2019

Created 2/19/19. Revised 2/19/19

1. Group Information

Lab Section # 9535

Table Letter: M

Instructor: Bill Cohen

GTA: Nicolas Fernandez

2. Contact Information

Preferred Method(s) of Contact: Text, email

Expected Response time(s): within 3 hours of the message being sent

Table with Name and Contact Information

Ethan Smith	smith.12329@osu.edu	440-679-9082
Dillon Portz	portz.5@osu.edu	419-994-4684
Nick Perry	perry.2212@osu.edu	602-481-9717

3. Team Goal

What are the team's expectations of quality level?

- Everyone must take their time and follow the rubric. Ask for help if needed

Top goals?

- Earn a good grade on each group assignment. Communicate to get things done efficiently

Minimum acceptable goals?

- Turn in something. Get help if crunched on time. Take responsibility for bad grades

4. Meetings

Frequency – How often do you plan on meeting to achieve your goals? (Do you anticipate this changing throughout the semester?)

- Weekly or bi-weekly. May change later to more frequently during the AEV project

Primary Meeting Day/Time/Location

- Basement of 18th Ave Library, Tuesday @ 4pm

Secondary Meeting Days/Times/Location

- South campus dorms, any day in the afternoon

Individual(s) in charge of agenda(s)

- Nick, Ethan

Individual(s) in charge of reminders(s)

- Dillon

Individual(s) in charge of minutes(s)

- Dillon, Ethan

5. General Team Member expectations

What are team member expectations regarding attendance?

- Show up for every lab, at least 1 other day a week

How are team members expected to behave during lab/class periods?

- Members are expected to stay on task and help each other

How are team members expected to behave during team meetings? (What are the norms?)

- Each member should contribute to help get things done quicker
- Each should contribute ideas to get a wide range of thought to find a better answer to a question

What are acceptable/unacceptable types of interaction?

- Arguing is not accepted and should be resolved within the members that are arguing. If needed the third member should intervene. If problems continue the group will talk to instructors.

What are team members meant to do between classes? Lab/class preparation?

- Team members should finish their assignments before class and be willing to share their work

How are team members meant to ensure the team stays on track?

- Each member should have an idea of what needs to be done to ensure everything gets done

How are documents expected to be shared? (e.g. Buckeye Box?)

- Google docs, buckeye box, email

How many days before an assignment is due should everybody have their portion completed for review?

- At least 1 day in advance

When should team members first notify the group if they are struggling?

- immediately

6. Individual Team Member Responsibilities/Deadlines?

What roles do team members have?

- Dillon- organize meetings, record meeting minutes
- Nick- coding and design work
- Ethan- make sure everything is complete for the next class

What tasks are team members in charge of?

- Each member is required to complete their individual task which will be assigned in meetings or in class

How often will these roles/task rotate?

- Roles will remain the same to eliminate confusion

7. Conflict Resolution

Once the team goals, general member expectations, and individual team member responsibilities have been established, candid, non-threatening discussion must be held when the group or individuals are not meeting the agreed upon terms.

How will team members above be held accountable?

- Group members will be forced to check in with their progress to other group members

How will team members that are not meeting expectations (not contributing to the team effectively) be addressed?

- If the group member has a legitimate excuse, nothing will happen. If there is no excuse, the member may handle more work or take over a job of another member to ensure that they learn their lesson

How will team members that are not interacting appropriately with team members be addressed?

- The group will have a meeting to discuss the issue and attempt to change their habits.

When is it okay to redefine goals, expectations, and responsibilities?

- If tasks are not being completed or someone has too much work to handle

When will UTAs, GTAs, or the instructor become involved?

- If bad habits continue over an extended period of time

8. Expectations of Faculty and GTAs Suggested Statement: 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

Ethan Smith _____

Name: Ethan Smith

Dillon Portz _____

Name: Dillon Portz

Nick Perry _____

Name: Nick Perry