

Team Working Agreement

Term **Spring 2018**

Creation 2/1/18 ; **Revised** . (Only if revised)

1) Group Identification (Right Justified)

Lab section # -
 Table # - **Q**
 Instructor - **Dr. Herak**
 Team Name (Optional) -

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Alix Rose	rose.1365@osu.edu	513-304-2774	
Rachel Leitson	leitson.2@osu.edu	216-777-9933	
Cameron Kovanda	kovanda.5@osu.edu	847-609-5243	
Zhi Huang	huang.3117@osu.edu	614-209-1435	

2) Primary Means of Communication and Expectations

State your team's agreed upon various means of communication and expectations for response.

We will expect everyone to check their phone for texts (or Group Me for messages within 8 hours of it being sent.

3) Scheduling of Meetings (Schedule at least one meeting as part of constructing your team agreement.)

Agreed upon means of scheduling meetings.

We will decide upon meetings either in class or via Group Me messages. Alix will send out a reminder about 1-2 hours before the meeting.

Team Name: **Q**
 Meeting Schedule:

Date: 2/5/18	Time: 6:00 pm	Location: 18th Ave Library
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Participating members (If not all.): **All members expected to attend.**

Agenda: **Work on the Progress Report**

4) General Responsibilities for All Team Members

Ohio State Engineering
First Year Engineering
Team Working Agreement
Suggested Content and Format

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

Each group member will stay on task during meetings and lab, all tasks must be completed on time, if there is a problem it will be brought up in the nearest meeting, all team members will have a copy of a finished report before it is turned in.

5) Specific Team Member Responsibilities/Deadlines (Optional)

This section may be used to record specific tasks or responsibilities particular team members have assumed.

Alix will complete team meeting minutes for each meeting.

6) Conflict Resolution

Each team should have a pre-agreed approach to addressing issues that may arise.

If there are problems occurring within the group the following steps will be taken to resolve them.

1. Discuss problems within the group to come to a working solution, trying to make sure all members have opportunity to participate in the discussion.
2. Hold a team discussion of the problem with a GTA or Professor to find a solution.
3. If 1 and 2 fail, ask a GTA or Professor to make a decision (arbitrate).

7) Expectations of Faculty and GTA's

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.

8) Team Signatures

Ohio State Engineering
First Year Engineering
Team Working Agreement
Suggested Content and Format

Alix Rose Rachel Leitson

Alix Rose

Rachel Leitson

Cameron Kovanda

Cameron Kovanda

Zhi Huang

Zhi Huang

Be sure that all team members receive a copy of this agreement. Please turn in a printed copy, signed by all members, to your TA as per the DAL.