

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

## **Team Working Agreement**

Autumn 2019

Created Date: 9/1/19 Revised Date: 9/26

### **1. Group Information**

Lab Section #9307

Table Letter: B

Instructor: Dr. Patrick Herak

GTA: Alexia Leonard

### **2. Contact Information**

Preferred Method(s) of Contact

Expected Response time(s)

Table with Name and Contact Information

	Email	Cell Phone
Aaron Cox	cox.1232@osu.edu	440-728-8193
Siwei Zhang	zhang.9039@osu.edu	571-484-7754
Andrew Wilhelm	wilhelm.124@osu.edu	614-561-8276
Chenjie Wu	wu.3976@osu.edu	614-316-7793

### **3. Team Goal**

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

Top goals would be A level work that is polished and thorough. Minimum acceptable level would

### **4. Meetings**

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

Primary Meeting Day/Time/Location Hitchcock on Tuesday after graphics lab

Secondary Meeting Days/Times/Location

Individual(s) in charge of agenda(s) Andrew

Individual(s) in charge of reminders(s) Siwei

Individual(s) in charge of minutes(s) Aaron

### **5. General Team Member expectations**

What are team member expectations regarding attendance? Attend all classes if possible, if not let other members know

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

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

What are acceptable/unacceptable types of interaction? Always respectful

What are team members meant to do between classes? Lab/class preparation? Complete all assignments and preparation for upcoming classes.

How are team members meant to ensure the team stays on track? Complete their portion of the assignment and assist other group members as needed

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

How many days before an assignment is due should everybody have their portion completed for review? 3 days

When should team members first notify the group if they are struggling? 4 days

## **6. Individual Team Member Responsibilities/Deadlines?**

What roles do team members have? Siwei- Marketing, Aaron-HR, Andrew-CFO

What tasks are team members in charge of? Varies from assignment to assignment.

How often will these roles/task rotate? Varies from assignment to assignment.

## **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? First be approached by the other team members and if that doesn't work, notify the instructor.

How will team members that are not meeting expectations (not contributing to the team effectively) be addressed? First be approached by the other team members and if that doesn't work, notify the instructor.

How will team members that are not interacting appropriately with team members be addressed? First be approached by the other team members and if that doesn't work, notify the instructor.

When is it okay to redefine goals, expectations, and responsibilities? Whenever is felt necessary by the team.

When will UTAs, GTAs, or the instructor become involved? Only if a team member falls way behind in their work and is affecting the whole group.

## **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**

Aaron Cox

\_\_\_\_\_  
Name

Andrew Wilhelm

\_\_\_\_\_  
Name

Siwei Zhang

\_\_\_\_\_  
Name

Chenjie Wu

\_\_\_\_\_  
Name