

**Team Working Agreement**  
Term: **Autumn 2018**  
Creation **08/30/2018**; Revised **11/04/2018** (Only if revised)

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

Lab section # - **9640**  
Table # - **A**  
Instructor - **Dr. Busick**  
Team Name (Optional) – **Team A**

Team member info:

| NAME:          | EMAIL:   | PHONE:       | OTHER: |
|----------------|--|--------------|--------|
| Sydney Hudacek | <a href="mailto:hudacek.6@osu.edu">hudacek.6@osu.edu</a>   | 330-388-4206 |        |
| Gillian Cairo  | <a href="mailto:Cairo.26@osu.edu">Cairo.26@osu.edu</a>     | 252-525-9614 |        |
| Rob Gerdes     | <a href="mailto:rgerdes.25@osu.edu">rgerdes.25@osu.edu</a> | 513-301-4047 |        |
| Jess Krebs     | <a href="mailto:Krebs.157@osu.edu">Krebs.157@osu.edu</a>   | 440-226-4950 |        |
|                |  |              |        |

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

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

GroupMe will be used to host a group chat, members agree to respond as soon as possible but preferably within 24 hours.

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

Agreed upon means of scheduling meetings:

GroupMe

#### **4) 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.

Responsibility Statements:

- Stay on task during lab work time.
- Divide the work fairly and be sure that everyone participates equally.
- Complete assigned tasks on time.
- Be on time to all meetings, and notify other team members ahead of time in case of absence from a meeting.
- Discuss any problems as they arise.
- Ensure that all team members have a copy of the finished report.
- Ensure that all team members understand all of the concepts and information presented in the report.

#### **5) Specific Team Member Responsibilities/Deadlines (If applicable)**

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

Not Applicable

#### **6) Conflict Resolution**

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

All disagreements shall be decided through hand to hand combat.


#### **7) Expectations of Faculty and GTA's**

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.


Ohio State Engineering  
First Year Engineering  
Team D Working Agreement

**8) Team Signatures**

  
Rob Gerdes

  
Gillian Cairo

  
Jess Krebs

  
Sydney Hudbeck