

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

Wait a day to see if you can figure it out by yourself and then reach out

6. Individual Team Member Responsibilities/Deadlines?

What roles do team members have?

Ryan Evans: Help with coding and organization

Riley Daykin: Organization and documentation

AJ Ahrens: Designing and assembling

Eric Hutmire: Coding and assembling

Team members are in charge of their respective assignments that their roles allocate them to. The roles will rotate if needed throughout the semester.


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. Team members will be held accountable through reminders in the group text that we have already established. If a team member is not meeting expectations, the other members will politely confront him/her. If a member is not acting responsibly the other members will talk and work out a resolution and then politely confront the one causing trouble. Goals can be redefined at any point as long as the whole group agrees upon the change. If problems continue to occur past confrontation, a GTA/UTA will be brought in to help solve the issue.


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.

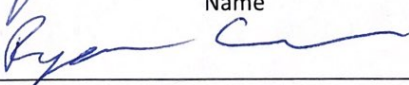
9. Team Signatures



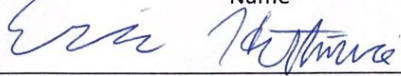
Name



Name



Name



Name

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

Team Working Agreement

Term (e.g. Autumn 20XX)
Created Date. Revised Date

1. Group Information

Lab Section # **9544**

Table Letter **H**

Instructor **Busick**

GTA **Richetti**

2. Contact Information

Preferred Method(s) of Contact **Text**

Expected Response time(s) **Within 24 hours**

Table with Name and Contact Information

Ryan Evans	evans.2331@osu.edu	440-602-2879
Riley Daykin	daykin.9@osu.edu	440-867-5140
AJ Ahrens	ahrens.39@osu.edu	937-564-7672
Eric Hutmire	hutmire.2@osu.edu	614-915-7979

3. Team Goal

We expect the best quality possible under what time constraints we have. Our goal is to stay ahead of assignment due dates so that we can ensure a quality AEV. At least have everything done on time with some respect of quality.

4. Meetings

We plan on meeting twice a week with no anticipation of changing. We plan on meeting on Sundays at the Union downstairs during the day and during lab time every Thursday. Riley is in charge of the meeting agendas, AJ is in charge of the reminders, and Ryan and Eric are in charge of the meeting minutes.

5. General Team Member expectations

Each member is expected to attend meetings each week unless they have a valid excuse. Everyone is expected to stay on task during the meeting times. Any type of arguing or yelling is not allowed as it will disrupt the flow of the group. Providing recommendations politely and asking for help is acceptable behavior. Team members are expected to carry out their individual tasks that are assigned after any meetings. Each member will hold each other accountable for staying on track and not falling behind on due dates. Documents can be shared via Buckeye Box. At minimum all assignments should be done the day before they are due to ensure it is of quality.