

Ohio State Engineering
First Year Engineering
Team Working Agreement

Team Working Agreement

Autumn 2018

Creation: 08/26/2018

Updated 11/07/2018

1) Group Identification

Lab section # - 23550

Table # - G

Instructor – Professor Krieger

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Brandon Deuch	deuch.2@osu.edu	(440) 876-3099	
Brian Hartmann	hartmann.102	(513) 668-8348	
Nathan Savino	Savino.18	(571) 839-9207	
Jacob Kenneally	Kenneally.10	(614) 537-3550	

2) Primary Means of Communication and Expectations

All team members will be expected to read and respond to messages from anyone via GroupMe, email, or phone in less than 6 hours.

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

Team will agree, at the end of each class, to set any meetings times and agenda needed before the next class and beyond if possible. Team members will take turns to send out a reminder of the meeting with an agenda within eight hours after the class.)

Example Agenda Format

Team Letter:

Meeting Schedule:

Date:	Time:	Location:
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Participating members (If not all.):

Agenda:

- Group will discuss what measures are needed to complete the SDP
- Plan out workload/type of work for each member
- Agree upon deadlines for each aspect of the group project

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.

- Stay on task.
- 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.

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5) Specific Team Member Responsibilities/Deadlines

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

- Team member Jacob Kenneally will take responsibility to make sure all oral communications are clear and respectful
- Team member Nathan Savino will ensure that the group has necessary materials to complete any group assignment
- Team member Brian Hartmann will divide the work fairly and evenly throughout the group
- Team member Brandon Deuch will remind the group of important deadlines

6) Conflict Resolution

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

When there are problems within our group pertaining to the general responsibilities or specific responsibilities, the following steps will be taken in this order until a resolution is found.

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).

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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.

8) Team Signatures

Matthew Dair *as kml* *Brandon Deuch*

Phil H

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 website..