

Team Working Agreement
Term (Example: Autumn 201X)
Creation XX/XX/XXXX; Revised XX/XX/XXXX (Only if revised)

1) Group Identification

Lab section # - 6716
Table # - B
Instructor - Sunjepp Siripurup
Team Name (Optional) - B Gang

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Ryan Stadler	Stadler.36	(440) 263-0269	—
Logan Frey	Frey.327	(224) 828-2845	✓
Jane Sutton	sutton.450	(740) 953-1384	—
Cam Ringel	Ringel.30	(513) 348-8162	—

2) Primary Means of Communication and Expectations

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

(Example: All members will be expected to read emails from anyone in the group on a daily basis and respond in less than 12 hours.)

groupme group chat, if asked a question, respond if possible.

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

Agreed upon means of scheduling meetings.

(Example: 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 Name:

B Gang

Meeting Schedule:

Date: 8-28-19	Time: 11:00	Location: Scott Traditions
---------------	-------------	----------------------------

Participating members (If not all.): Ryan, Jasen, Logan

Agenda:

1. Finish worksheet
2. Take picture with clocktower being the I.
- 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.

Example Statements:

- be on time
- everyone does work
- make sure everyone understands concepts

- Stay on task during lab.
- 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.
- See also Figure 4.05 of reading assignment in Lieu and Sorby The Fundamentals of Visualization, Modeling, and Graphics for Engineering Design, Chapter 4.

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

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

Example Statement:

- Team member Brutus will take responsibility to make sure all oral communications are clear and respectful
- Team member J. Zen will be responsible for maintaining a team blog.

Ryan and Jasen will be developing story and implementing it. Cam and Logan will be coding.
6) Conflict Resolution Everyone will do website work when necessary.
Each team should have a pre-agreed approach to addressing issues that may arise.

Example statement: 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.

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

1. Discuss all solutions
2. Have a team vote

3. If there is a tie, flip a coin.

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

Signature for each student is to be included.

Example:

Brutus Buckeye

Brutus Buckeye

Be sure that all team members receive a copy of this agreement.

Ryland

*Jacob
Lutton*

Ingram

*Conner
Ringer*