**Team Working Agreement**  
Term (**Autumn 2019**)  
**Creation 11/07/2019; Revised XX/XX/XXXX** (Only if revised)

**1) Group Identification**

Lab section # - 7535  
Table # - F  
Instructor - Professor Ratcliff  
Team Name (Optional) - THAT Team

Team member info:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: | EMAIL: | PHONE: | OTHER: |
| Chuck Backus | Backus.71@osu.edu | 440-305-3442 |  |
| Katie Vatke | Vatke.1@osu.edu | 614-707-6051 |  |
| Yasmine Wilford | Wildford.14@osu.edu | 614-900-6479 |  |
| Kayla Johnson | Johnson.8111@osu.edu | 216-832-3982 |  |
|  |  |  |  |

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

Team members will communicate through text, class, or email. We expect by at most the next day.

**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:

Meeting Schedule:

|  |  |  |
| --- | --- | --- |
| Date: Wednesdays | Time: Evening (After 6pm) | Location: 18th Avenue Library/ Drackett Tower |

Participating members (If not all.): All

Agenda:

Discuss what has been completed and work on group assignments within the 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.*

All team members have to participate, have timely responses, and come to all meetings unless otherwise unavailable.

**5) Specific Team Member Responsibilities/Deadlines**

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

Document Holder- Kayla Johnson

Code Holder- Chuck Backus

Assignment Due Date Reminder- Yasmine Wilford

Secretary and Video Director- Katie Vatke

**6) Conflict Resolution**

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.*

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).

**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

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

