

Team Working Agreement

1. Communication
 - a. Group text
 - b. Weekly email – summarization
 - c. Last round of communication on group text latest by midnight
2. Participation
 - a. Everybody should participate
 - b. Determine specific stuff as things are assigned
 - c. Every week we discuss views of team members regarding other team members – Team member rating
 - i. Silence = everything is okay (100% on team evaluations)
3. Decision making and problem solving
 - a. Voting in the case of disagreements
 - i. For minor decisions if someone is absent their input is not necessary
 - ii. For major decisions send an email, if a person does not respond in time, then those present can decide
 - iii. Abstaining is not allowed
 - b. Who ever is running the meeting has tiebreak
 - c. Break complex decision into yes and no
4. Managing disagreements
 - a. See “decision making” for general rules
 - b. For major disagreements see GTA Stefan or Dr. Deb
5. Responsibilities and expectations
 - a. Division of work
 - i. Assign lead individuals for each major assignment
 - ii. Mahnoor and Tony – Documentation
 - iii. Matt and Spandan – Nanotech stuff
 - b. Meeting deadlines
 - i. Talk about at the previous meeting
 - ii. Have it done the night before
 - iii. Document with group emails
 - c. Quality of work
 - i. Have things done the night before and email it to group members
 - ii. 8:00 PM deadline for updates on major assignments
 - iii. Make sure group/project lead has all documents before 8:00
 1. Or contact to inform them with reason and partial work
6. Conduct during and between meetings
 - a. How often and where to meet
 - i. Every week – Even if it is just pro forma
 1. Saturday night preferred (Sunday night backup)
 2. Decide on previous meeting
 - ii. Thompson library meeting room (otherwise SEL)
 - iii. Min people required = 3
 - b. Coming prepared

- i. Person that runs the meeting should send important stuff in the morning
 - c. Arriving on time
 - i. Spandan – Commuting
 - d. Communicating any schedule conflicts
 - i. Last minute conflicts to be on group text latest by midnight
 - ii. Contact group about what work is expected while absent
- 7. Structures of meetings
 - a. One person leads each meeting
 - b. Send follow up email with all the documents
- 8. Force Majeure
 - a. If something happens let team members know
 - i. Death
 - ii. Illness
 - iii. Alien invasion
 - iv. Sharknado
 - b. Everyone else picks up slack

Signed

Date: _____

For revision/edits have everybody sign the updated version.