

# Team Working Agreement

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## Team Goals Statement

The primary goal of our study is to understand college students' attitudes towards alcoholic energy drinks; however, our personal goals as students are to gain real world experience about constructing and conducting surveys while also being able to draw statistical inferences from them. We would also like to gain experience working in a group setting to overcome any problems that may arise concerning both our group dynamics and our project itself. Ideally, we will learn and accurately implement new statistical methods while sharpening our presentation skills as well.

## Team Working Agreement

- a. Weekly meetings will be held on Monday evenings beginning at 7:30pm. These meetings may last as long as necessary to sufficiently complete the tasks that must be done. There may also be extra meetings on Thursday evenings beginning at 8:00pm depending on the amount of extra time we need to spend on certain project aspects.
- b. We will primarily use email contact to remind members about weekly meetings; however, we will also use phone calls and texting with cell phones to get in contact with each other.
- c. Before a meeting is cancelled entirely, a decision should first be unanimously made to do so. All group members will be notified of a cancellation at least 12 hours prior to the scheduled meeting.
- d. If issues should arise that cannot be resolved using the outline here, we will meet as a group, discuss the problems, and amend the team working agreement accordingly.
- e. We expect each member to come prepared to every meeting, do any outside work prior to meetings, and participate equally in the analysis and collection of our data.
- f. We should all be on time and attentive during group meetings. All members should be working on relevant coursework throughout the duration of the meeting, including sharing ideas that we may incorporate into our project. We will allow for a few short breaks during meetings as needed, but not so much as to deter from the primary focus of our meeting.
- g. We will deal with disagreements in a respectful manner. Disagreements that stem from project procedural issues should be dealt with by hearing all opinions on the matter. As a group, we will then discuss the advantages and disadvantages of each method, eventually reaching a consensus on what should be done. If a consensus cannot be met, we will vote

on what method we should proceed with. Furthermore, all team members agree not to hold grudges if their idea isn't implemented.

- h. A team member's absence should be announced as soon as it is expected, preferably at least 12 hours before the scheduled meeting. All members who must be absent from the meeting should complete as much as they can for contribution to the group in regards to the task that must be completed prior to the scheduled meeting. We will be respectful to all group members' absences, but must keep in mind that our project may suffer if these absences become excessive.
- i. First, we will try to resolve any issues among our group by following the agreed upon tactics and steps outlined in this document and discussed in our group meetings; however, if an extreme problem arises that is outside the scope of our ability to repair, we may seek help from the teaching assistant or professor.
- j. Since we have worked with each other in the past, we want to have an "open forum" policy so that any issues that may arise are discussed as soon as they present themselves. We want to rectify any problems to help maintain our friendship and ensure that we have a successful and enjoyable survey experience.
- k. The consideration of giving up a team member will be done as a last resort in only the most extreme of cases. A team member that is constantly and consistently late or not showing up to meetings will hinder the success of our group as a whole whether or not they notify the other group members of their absence ahead of time. The announcement of absence should not be considered an immunity to group meetings, but instead an act of necessary courtesy. Additionally, phone, email, and text messages should be responded to as soon as possible. A delay in response that slows group progress or does not allow for the necessary tasks to be completed in a timely manner is not acceptable. Unless group members agree to have an individual make a decision him/herself for the group, all decisions should be made as a whole rather than unilaterally.
- l. If such a problem should arise, the group as a whole will address the member at the next meeting if possible. If the problematic behavior should continue, the group will document the member's actions, or lack thereof, and submit this documentation to the professor.

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