

Team Goals Statement:

We want to work together as a team and cooperate with one another, both communicating and addressing opinions and issues about the survey itself as well as the problems within the team, finding ways to accomplish our goals.

We want to put our best effort possible to gather all the information needed to complete the survey as best as we can for the best results.

Our ultimate goal is to carry out a useful survey, as a team, that will help everyone in the community to better understand the effects of plus and minus grading system in Carnegie Mellon University.

Team Working Agreement:

(a)

Monday and Wednesday between 2:30pm-6:30pm in the Hunt basement until Spring Break

Thursday 4:30pm (right after class)

Sunday afternoon in the Hunt Basement

(b)

We mainly use Andrew email to communicate, and cell phones if needed.

(c)

Three hour notice before the start of the meeting

(d)

Yes. We will all have to agree upon the amendment and notify Professor Junker with our new TWA.

(e)

Show up and prepare for the meetings and be responsible for individual tasks assigned.

(f)

Respect each others' opinions and participate. Stay for the entire meeting and engage in discussions.

(g)

Let people on the disagreeing side present their opinions. Measures the outcomes and then take a vote.

(h)

Excused absences, or notified absences are fine. We will deal with case-by-case absences. Those who missed a meeting can contribute more on the next assignment.

(i)

Discuss with team members before going to someone else for help. If no one in the team can provide information about the issue in discussion, we can seek for help.

(j)

If you are ill, you are not held responsible for the work for the period of your illness.

Try to adjust meeting times so that none of the team members has to give up one of their obligations for the team meeting.

Listen to opposing sides of the issue but accept the team's overall agreement.

(k)

Before giving up, there needs to be a unanimous agreement on a team member's lack of contribution.

Three unexcused absences in a meeting, or if they don't respond to an email for a week is a concern for the team to discuss upon.

(l)

It should be a "written" email that everyone in the groups receives for a copy of a document. After two warning emails, the team should gather to discuss that team member's lack of contribution.

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date:

Name:

Date: