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Team Goal Statement

We desire to work diligently in order to achieve a grade of an A or B. Although each of us has many outside commitments, we commit to meeting once a week for at least one hour in order to ensure that we stay on track with our assignments. At the end of the semester, we plan to present our project at the Meeting of the Minds.

Team Working Agreement

(a) What times in the week can you get together as a team, and where?

We will get together at least once a week on Monday nights, more if needed, at the library.

(b) How will you contact each other about meetings?

We are going to contact each other with e-mails and by phone calls in advance.

(c) How much advance notice will you give before cancelling meetings?

We will give everyone two to three days advanced notice on cancelling meetings.

(d) Will you allow future amendments to your TWA? If so, how will this be done?

We will allow future amendments to our TWA. This will be done with agreements from all four members in our group and we will gather up and revise any parts of it if it troubles us from completing the project.

(e) What do you expect each member to contribute to your team?

We expect each member to put forth enough effort to ensure that our project is as successful as possible

(f) What behaviors are acceptable in team meetings?

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Each member should show respect towards the other members and actively participate.

(g) How will team members deal with disagreements?

We will take a vote on what we feel the best solution to the problem is.

(h) How will the team deal with absences?

If a member's absences are frequent and they do not let us know ahead of time, we will have a meeting with this person to work out a new schedule for the group. If the absences continue we will notify Prof. Junker.

(i) Under what conditions will your team choose to go to someone else for help?

Once we have exhausted all options and have come together to try to figure out possible alternatives, we can go to someone else. We want to make sure that we use every opportunity we have to try different methods.

(j) What other policies will you establish to address situations similar to the dilemmas above?

We will create a free and open workspace where all ideas and options will be heard and not shot down before giving it careful consideration. We will use every resource we have available to use before turning to others for help. We will consider alternatives and outcomes before settling on one idea. We will expect everyone to respond to messages in a timely and efficient manner, esp. when a meeting is scheduled. We should expect everyone to respect each others space and personal opinions.

(k) Under what conditions will you give up trying to get a team member to contribute and instead seek to document this non-performance for submission to the instructor? How many missed or partially missed meetings? How long a delay in returning email? How many unilateral decisions? Etc.

If there has been several attempts, email, calls, messages, and does not respond within 3 days for email, and the next day by phone, we will assume something happened and ask questions. If it happens three times, for each, with no warning, we would document this for submission.

(l) What warnings will you give and what mechanism do all agree is suitable for delivery of a warning?

The warning will be verbal if there is a no-response to emails and/or phone calls. The warnings will be that they must respond to each group member before the meeting, so that we all have confirmation. The person may be required to do handle the first part of an assignment so that we can assure it gets done, instead of the last part. The final warning will be with submission of non-performance to the instructor.

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