

## 36-303 TEAM WORKING AGREEMENT (TWA) ASSIGNMENT

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### 7. Team Goals Statement:

We want to get an “A” on the project, which will hopefully help each team member to also get an “A” in the class. We understand that in order to achieve this goal, some weeks will require a large time commitment; we are willing to devote our time to this. Through the project, we want to learn how material from this and other courses fits together in the real world, and use this knowledge to produce valid results that are beneficial to the Carnegie Mellon community. We would also like to work successfully together as a team by adhering to the team working agreement below, so that each team member has a positive experience in the class.

### 8. Team Working Agreement:

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

Sunday and Monday afternoon and evenings, and other times as our schedules allow. We will meet in the library café.

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

We will contact each other via email and phone.

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

Our group is really chill. We're flexible, and if someone has to miss a meeting, as long as they let us know at some point before it starts (and are not consistently missing meetings), it's not a big deal. We don't plan to have meetings when people can't attend, so cancelling meetings should not be an issue.

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

In the event that unforeseen issues arise and must be dealt with formally in the TWA (as opposed to informally as a verbal agreement), we will allow amendments. These must be unanimous.

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

Time, effort, and ideas, primarily. As the project progresses and specific tasks are divvied up, people will divide tasks according to their strengths.

(f) What behaviors are acceptable in team meetings?

Drinking coffee, or getting up to buy more is acceptable. Working is acceptable.

Some friendly non-project related chit-chat is also acceptable. We generally expect group members to behave in a socially acceptable manner.

(g) How will team members deal with disagreements?

We will talk about disagreements in order to resolve them. In serious cases (which we do not anticipate), we will refer back to this TWA.

(h) How will the team deal with absences?

They're okay as long as other team members are notified and they are not habitual.

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

If we really can't work something out after talking it out, we will approach Professor Junker for advice and potential mediation.

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

Our group gets along really well and we truthfully do not anticipate serious problems. However, if something does arise, as indicated above, we will first attempt to talk it out within the group and then approach the professor for help if necessary.

(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.

We feel like this is hard to quantify ahead of time, without actually being in the situation. That being said, if an issue arises such that three group members are consistently frustrated with the fourth member's lack of participation, communication, effort, or accountability, and over a course of several weeks multiple attempts to talk through the problem and improve the situation have failed, then we will start to document this non-performance.

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

Small infractions can be addressed via email (e.g. "Hey, you weren't at our meeting today. What happened?"). Larger, more comprehensive discussions will be had in person.

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