

# Team\_A\_TWA

*by* Pavan Yalamanchili

---

WORD COUNT	610
CHARACTER COUNT	3014

TIME SUBMITTED	23-FEB-2012 10:50PM
PAPER ID	231373726

Team Working Agreement: Team A  
Last Edited: Thursday, Feb 23 2012

Team Goals Statement: Our goal for this project is to conduct a survey that provides an accurate and complete representation of the political views of CMU students and staff in order to better understand our school's community. Since many of us are on shortened time budgets, we will attempt to use our time as efficiently as possible during meetings as well as when we work on our own in order to produce the best possible results for the project without compromising the integrity of our work. Finally, we want our work to be meaningful and useful so we will make sure that our analyses are thorough, understandable, and readily available for others.

Team Working Agreement

(a) We will meet as a team 5:00pm on Wednesdays, and possibly on weekends if necessary in the Engineering library.

(b) We will contact each other regarding meetings primarily by an email sent to every member of the team. Otherwise, we will discuss meeting times in class.

(c) Notice of cancellation of meetings will be provided at least 1 day in advance. If a member cannot attend, they are responsible for submitting their work to the rest of the group ahead of the meeting time.

(d) Future amendments to this document can be made if everyone in the group agrees in person or via e-mail. Decisions to modify this document must be agreed upon unanimously.

(e) Each team member should contribute approximately one fifth of the effort required to have a well thought out, designed, implemented, and analyzed survey.

(f) At team meetings, members are expected to listen to others respectfully and provide constructive criticism as necessary. Any activities that are not constructive or relevant to the project will be avoided.

(g) Team members will deal with disagreements by having productive conversations involving the whole group. Each side will present reasonable reasons for their views without becoming confrontational or dismissive of other ideas. The whole group will then ultimately decide how to resolve the issue and how to move forward with the project.

(h) Absences are acceptable so long as the group is informed ahead of time and prepared material for the meeting is sent to the group by the start of the meeting.

(i) If we have all agreed that we do not understand how to accomplish a task that is integral to our project, and we feel that consulting someone outside of our group would be ethical, we will seek help from an outside source.

(j) All members must first attempt to solve disagreements in a friendly, non-abrasive way. All group members must be made aware of any problems that arise and must attempt to solve disagreements within the group first before deferring to the professor.

(k) If a team member falls under the following conditions, the group may seek documentation to report the non-performance of that team member to the instructor:

2 missed meeting without warning or attempt to contribute material

3 meetings more than 30 mins late

If the entire rest of the group agrees that that person is unreliable and has not been contributing even after repeated warnings.

(I) Warnings for misbehavior or lack of contribution will be delivered in the following manner:

1st warning, email to group w/ confirmation of receipt

2nd warning, email to group cc'ing professor

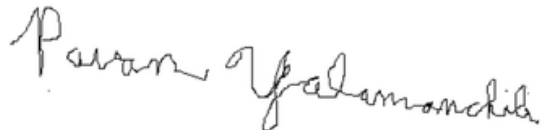
Signatures of participating team members acknowledging their understanding of and agreement to the terms listed in the Team Working Agreement Above.



Emily Gehrels 2/23/2012



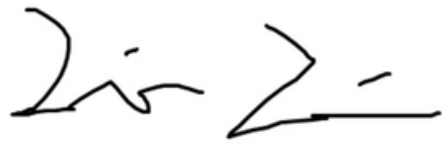
Crystal Wray 2/23/2012



Pavan Yalamanchili 2/23/2012



Dev Doshi 2/23/2012

A handwritten signature in black ink, appearing to read 'Will Weiner'. The signature is stylized with a large 'W' and a long, horizontal stroke at the end.

Will Weiner 2/23/2012