

TWATeamD

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WORD COUNT	511
CHARACTER COUNT	2463

TIME SUBMITTED	23-FEB-2012 11:54PM
PAPER ID	231390503

Team Working Agreement

Team Goals Statement

Our goal is to collaboratively work in an efficient and fair manner in order to achieve optimal results for our project. We also desire for our extended work on this project to be compatible and flexible with our busy schedules and to have mutual understand that certain members have more pertinent responsibilities at certain times (e.g. important exam). With this in mind, we wish to create the least amount of conflict possible, but also remember the fact that each member holds a responsibility to contributing to the project in a meaningful way.

Team Working Agreement

- a) Our meeting times will vary because every week there is different scheduling issues. Generally it seems that certain weekday afternoons are the best time. We can get together in the UC.
- b) We will contact each other through email.
- c) At least a hour before the meeting.
- d) Yes we will allow future amendments, given everyone is in agreement on the changes and thinks it is truly necessary.
- e) As a part of our team goal, it will be expected that each team member puts in the necessary hours and work in order to uniquely contribute to the progression of the research project. Team members will be expected to attend meetings when arranged, and any absences should be confirmed with fellow team members beforehand.
- f) Team members should be cordial and open to other ideas during team meetings. Team members should respect the group's decision and proceed accordingly to ensure that team plans are executed appropriately and to the best of its ability.
- g) Disagreements should be addressed via the group, and resolved appropriately. Any further disagreements that persist should be brought to the professor to decide.
- h) Any further absences from team meetings, or lack of contribution to group assignments, will result in the loss of credit from group submissions. I.e. if a team member does not submit his or her work as part of group contribution, his or her name will not be included within the homework submission. This should be indicative to the professor that the individual failed to contribute, and thus should not be given credit for the assignment.
- i) The team will choose to go to someone else for help when that certain team member consistently is uninvolved or goes against other teammate's' recommendations.
- j) Additional policies, include documentation of missed absences in team meetings. After a certain point, we would then ask for help from someone else or go to the instructor.
- k) After 4 missed meetings, we would then give up on the team member. We would also give up on the team member if he or she has not done any of the group assignment 3 times.

- 1) We will give warnings upon two missed meetings and the 2nd time the teammate misses a group assignment. The mechanism we will use is email and text. If there is no response, we would then go to the instructor.

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February 23