

TWA - Team G

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7. Team Goals Statement

One goal we have is to treat the project as a learning experience where we focus on meeting the criteria and applying concepts we have learned in class for designing and preparing a well-executed project. We want to make sure that even if we don't obtain the outcome that we predicted, we still have useful information to help provide clarity to the question of where students live at CMU.

8. Team Working Agreement

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

We are going to meet Sunday afternoons between 3 and 5 pm in Hunt library and then Tuesday afternoons, when necessary.

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

Primary contact is email. For emergencies, we can call/text (phone numbers were exchanged at our first group meeting).

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

If we cancel the meeting so that no one will attend, then we will give 24 hour notice. But if only one person cannot make it then they can send an email that they will not be attending before the meeting starts.

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

If changes need to be made then we will meet as our entire group to agree on the changes.

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

Each member should have a task for each assignment of the project so that everyone has a contribution to each assignment. If there are not enough tasks for each team member than others can look over and revise the tasks already completed. This way everyone is still aware of what is going on in the project.

(f) What behaviors are acceptable in team meetings?

We should discuss the project according to aspects of the project and not assign ownership or blame to one specific person. We should also be sure to consider and be open to ideas presented by all group members, so as not to have someone feel like they are not included or understood.

(g) How will team members deal with disagreements?

First we will make sure to try to understand each person's point of view. We can hold a majority vote to see if we can come to an agreement. If the disagreement persists, we can ask the professor or the TA for their opinions on the next course of action.

(h) How will the team deal with absences?

Each team member should make the others aware if they will be absent before the meeting.

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

If we have strong disagreements that can't be resolved, we will go to the professor or the TA for help.

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

We can be proactive in following-up with others as to where they are with their tasks before they are due and each team member should report their progress to the other team members. For example we will ask other team members when they may be finishing their part to keep up with the completeness of the assignments. This also pertains to asking members when they will be finished if someone else needs their part to continue the assignment.

(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.

After the third instance, either the third missed meeting without notice or the third failure to complete a task without advanced notice, we will seek to document this non-performance for submission to the instructor.

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

We will send an email that indicates they are progressing towards not meeting the expectations of our team working agreement.