Ohio State Engineering
First Year Engineering
Team Working Agreement

Team Working Agreement
Autumn 2017
Created on 08/28/2017

1) **Group Identification**
    Lab section – Tuesday, 3:55, Hitchcock Hall 224
    Table # - J
    Instructor – Dr. Brown
    Team Name – Notorious E.N.G

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Andrew Diaz	diaz.263@osu.edu	(567)-225-1469	N/A
Sebastian Phillips	phillips.1628@osu.edu	(540)-560-6605	N/A
Evan Buttermore	buttermore.12@osu.edu	(740)-538-4632	N/A
Devin Kelly	kelly.1303@osu.edu	(330)-361-1855	N/A

2) **Primary Means of Communication and Expectations**

    All members are expected to enroll in a group chat via GroupMe, a messaging service for smart devices (Smartphones, Tablets, PCs, etc.). Should a member not use or respond within this application, it is acceptable for them to be contacted through other means such as Email or text messaging.

3) **Scheduling of Meetings**

    Meeting scheduling will be done via group messaging on an if-need-be basis.

Meeting Schedule:

Date: November 2nd	Time: 3:00pm	Location: 18th Avenu Library

Participating members: all members attending meeting.
Agenda:
    Construct playable and fully-functional games for the Software Design Project, with equal work assigned to each member of the group. Games should be sufficiently documented.

4) **General Responsibilities for All Team Members**

This element of the team working agreement is the list of rules/agreements or the contract that all members agrees to live by:

-   Stay on task during lab.
-   Divide the work fairly and be sure that everyone participates equally.
-   Complete assigned tasks on time.
-   Be on time to all meetings, and notify other team members ahead of time in case of absence from a meeting.
-   Discuss any problems as they arise.
-   Ensure that all team members have a copy of the finished report.
-   Ensure that all team members understand all of the concepts and information presented in the report.

** Should the team deem a member's work inadequate, it is acceptable for the team to ask the member for revision and resubmission. Should a member consistently lack in quality and /or quantity of work, the team has the right to confront the situation with civility and respect; if a team member lacks in multiple areas of the agreement, that member forfeits his/her assignments, and therefore must forfeit any credit the assignment provides. Forfeited assignments are to be reassigned to remaining members. **

5) Specific Team Member Responsibilities/Deadlines
- Andrew Diaz: Primary Documentation Writer
- Sebastian Phillips: Assistant Documentation Writer, Developer
- Devin Kelly: Primary Game Developer, Communication to writers.
- Evan Buttermore: Assistant Game Developer

6) Conflict Resolution

As conflict arises, the group must abide by the rules and steps as follows:
- Attempt to sort the problems out as civilized as possible.
- If nothing seems to work out, notify a TA about the persisting issues.
- If TAs are unavailable or unhelpful, take the issue to the professor.

7) Expectations of Faculty and GTA's

If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting a completed assignment. Staff will be available to meet with teams to resolve issues.

8) Team Signatures
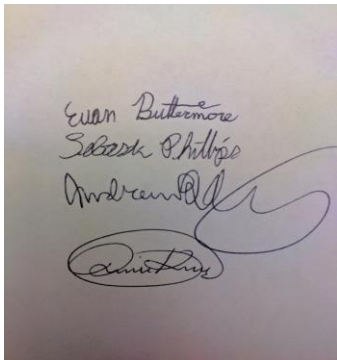
Evan Buttermore
Sebastian Phillips
Andrew Diaz
Devin Kelly