

Team Working Agreement
Term Spring 2018
Creation 02/15/2018

1) Group Identification

Lab section # - 11:10 AM Thursday
Table # - P
Instructor-Busick
Team Name- P

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Aaron Wood	Wood.1158@osu.edu	740-438-8208	
Timothy Kalmar	Kalmar.16@osu.edu	614-570-3935	
Seth Moore	Moore.3521@osu.edu	416-961-8435	
Han Han	Han.1242@osu.edu	614-270-4796	

2) Primary Means of Communication and Expectations

All members will be expected to read emails from anyone in the group on a daily basis and respond in not more than 12 hours.

All members will be expected to check GroupMe twice a day.

All members will be expected to responsible for the making benefits for the group.

All members will be expected to show up at arranged meeting time.

3) Scheduling of Meetings

Team will agree, at the end of each class, to set any meetings times and agenda needed before the next class and beyond if possible. Team members will take turns to send out a reminder of the meeting with an agenda within eight hours after the class.

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.

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- 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.

5) Specific Team Member Responsibilities/Deadlines

- Team member Timothy Kalmar will take responsibility to make sure all oral communications are clear and respectful
- Team member Aaron Wood will be responsible for maintaining a team blog.

6) Conflict Resolution

When there are problems within our group pertaining to the general responsibilities or specific responsibilities, the following steps will be taken in this order until a resolution is found.

1. Discuss problems within the group to come to a working solution, trying to make sure all members have opportunity to participate in the discussion.
2. Hold a team discussion of the problem with a GTA or Professor to find a solution.
3. If 1 and 2 fail, ask a GTA or Professor to make a decision (arbitrate).

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

Signature for each member is to be included.

Aaron Wood Timothy Kalmar Seth Moore Han Han