

**Team Working Agreement Template**  
**Autumn 2020**  
**Creation 09/08/2020**

**1) Group Identification**

Lab section # - 10117

Team # - A

Instructor - Deborah Grzybowski

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Saqqira Smith	Smith.11523@osu.edu	N/A	Groupme
Anna Elsass	Elsass.58@osu.edu	N/A	Groupme
Nathalia Hohep	Hohep.1@osu.edu	N/A	Groupme
Rami Samaha	Samaha.9@osu.edu	N/A	Groupme

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

We are primarily messaging through GroupMe and using Zoom on Tuesdays at 7:30 pm. We will respond within 12 hours of each message to each other, and we will be kind and respectful in our messaging.

**3) Scheduling of Meetings** (Schedule at least one meeting as part of constructing your team agreement.)

Agenda Format: GroupMe/Zoom

Team Name: Team A

Meeting Schedule: Every Tuesday at 7:30 pm we will have a zoom meeting. More meetings if needed will be decided after each class. We can also do meetings through GroupMe messaging if a member is not available so they can add onto our discussions at any time. Reminders will be given by each (taking turns) member in alphabetical order 30 minutes before the meeting.

Date: Tuesdays	Time: 7:30 pm	Location: Zoom
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Participating members: Saqqira Smith, Nathalia Hohep, Rami Samaha, Anna Elsass

Agenda: Discuss our projects/do work, take on suggestions, and decide as a group whether we will meet again at a sooner time.

#### **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.

- We will submit our work on time
- Ensure that all members understand the content
- Compromise with each other
- Let everyone have a voice
- Be respectful of different viewpoints
- Participate in meetings
- Make sure everyone has access to a copy of the work - Work together!

#### **5) Specific Team Member Responsibilities/Deadlines (If applicable)**

- All team members will share responsibilities. We will not assign someone to a certain position, rather, we will let everyone contribute at all times and help out in certain situations.

#### **6) Conflict Resolution**

Each team should have a pre-agreed approach to addressing issues that may arise.

Example statement: 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. We will first openly discuss the problem in our group. We will let everyone speak and share their reasoning.
2. If things are not resolved within a few discussions with our group, we will bring the issue up to our TAs for guidance.
3. We will let a TA make the decision if all else fails.

#### **7) Expectations of Faculty and GTA's Suggested**

Statement:

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 student is to be included.

A handwritten signature in black ink that reads "Nathalia Hohep". The script is cursive and fluid.

Nathalia Hohep

A handwritten signature in black ink that reads "Saqqira Smith". The script is cursive and elegant.

Saqqira Smith

A handwritten signature in black ink that reads "Rami". The script is cursive and simple.

Rami Samaha

A large, stylized handwritten signature in black ink that reads "Anna Elsass". The script is highly cursive and decorative, with a large flourish at the end.

Anna Elsass