

Ohio State Engineering
First Year Engineering
Team Working Agreement
Team: "It's Optional"

Team Working Agreement

Term: Spring 2019

Creation 01/13/2019

1) Group Identification

Lab section # - 9627

Table # - M

Instructor – Rachel – Dr. Parris

Team Name (Optional) – "It's Optional"

Team member info:

NAME:	EMAIL:	PHONE:	OTHER:
Connor Beheydt	beheydt.3@osu.edu	330-703-2540	
Mikey Howard	howard.1442@osu.edu	815-861-5713	
Uy Tran	tran.751@osu.edu	330-606-0640	

2) Primary Means of Communication and Expectations

Groupme chat or email. All members will be expected to read emails from anyone in the group on a daily basis and respond in less than 12 hours. Put all relevant files into Buckeyebox.

3) Scheduling of Meetings

Agreed upon means of scheduling 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. Send a reminder an hour prior to meeting.

Example Meeting Plan

Team Name:

Meeting Schedule:

Date:	Time:	Location:
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Participating members (If not all.):

Agenda:

4) General Responsibilities for All Team Members

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

Team Statements:

- Stay on task during lab.
- Divide the work fairly and be sure that everyone participates equally.
- Complete assigned tasks on time.
 - o Make sure that you have at least started your job by two days prior to the due date of the lab. If you have not, the rest of the teammates reserve the right to take over your job where you do not get credit.
- 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.
- See also Figure 4.05 of reading assignment in Lieu and Sorby *The Fundamentals of Visualization, Modeling, and Graphics for Engineering Design*, Chapter 4.

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

Team specifications are not going to be a priority for this group, however, the following jobs will provide a loose set up for any one meeting.

Responsibilities:

- Final Tester (Mikey) – Ensure that the games work properly.
- Organizer (Connor) – Ensure that all of the games meld together.
- Rubric Checker (Uy) - Ensure everything that is due is done on time.

6) Conflict Resolution

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

Team 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. 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

Team 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.

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8) Team Signatures

Mike Howard

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Connor Rhyatt