

Team Working Agreement  
Autumn 2020  
Creation 09/02/2020

**1) Group Identification**

Lab Section #- 6855  
Instructor- Dr. Thomas  
Team Name- Team K

**Team Member Info**

NAME:	EMAIL:	PHONE:
Adriana Giordano	giordano.63@osu.edu	9082550123
Ava Lacy	lacy.122@osu.edu	6149370744
David Katsman	katsman.7@osu.edu	4406374099
Evan Leist	leist.57@osu.edu	6148004192

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

All members will be expected to read emails or GroupMe messages from anyone in the group on a daily basis and respond in less than 12 hours

**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.

Agenda Format:

Team Name: Team K

Meeting Schedule: Thursdays at 11:15 am

Location: Zoom call from link in GroupMe

Participating members: All

Agenda: TBD

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

- 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 all team members understand all of the concepts and information presented in the report.
- Be respectful to other team members.
- Be understanding of team members that could possibly test positive for COVID-19 and understand their situation.
- 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**

Team Member Adriana Giordano is responsible for group note-taking.

Team Member Ava Lacy is responsible for timelines and planning.

Team Member David Katsman is responsible for organizing and delegating jobs.

Team Member Evan Leist is the team leader and reviewing over the finished work.

### 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.

### 7) Expectations of Faculty and GTAs

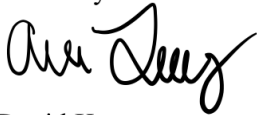
If a team member fails to live up to this agreement, the situation may be reported to the staff, but the team will still be responsible for submitting a completed assignment. Staff will be available to meet with teams to resolve issues.

### 8) Team Signatures

Adriana Giordano



Ava Lacy



David Katsman



Evan Leist

