2/15/2011

36-303

Team Working Agreement

*7. Team Goals Statement*  
*Create a statement of your team’s goals in this project. The statement should be three to four sentences and should neither be simplistic nor facetious. For example, “Get a good grade” is trite. Everyone wants to get a “good grade” but for some that is an “A”, others it is anything above a “D”. Everyone wants to achieve the 100-point performance level, but not everyone cares about the competition. Most partners don’t mind “working on it” per se, but some are willing to put in whatever time it takes to achieve something they are proud of, others have a strict time budget they are not willing to exceed.*

Our objective and goal of our project is to gain experience for academic reasons as well as skills for our future professional careers. We believe that this project not only will strengthen our statistical knowledge, but also will the data be a contribution to academic history to the University. In addition, through collaborating with our classmates we will learn the importance of responsibility and teamwork.

*8. Team Working Agreement*  
*In light of your responses to the previous questions, write a TWA that enhances the chances that your team will achieve its mission. Be sure your TWA addresses the concerns each of you has about working on a team, incorporates your strategies for dealing with the dilemmas, and speciﬁes the circumstances under which each of you will leave the team and work on your own or with a subset of the original team.*  
Answer the following questions (a)–(l) in your TWA:  
  
*(a) What times in the week can you get together as a team, and where?*

We have talked to each other and have a set date and times on google-calendar on which we can all meet every week. Specifically these dates are on 4:30-5:30pm Tuesdays and Thursdays. 6:00-7:30 on Fridays. Usually we meet in the library where computers and printers are available.

*(b) How will you contact each other about meetings?*

We will contact each other using electronic mail and phones between meetings. Also the use of Google Documents will allow us to edit our shared documents outside of meeting times.

*(c) How much advance notice will you give before cancelling meetings?*

We will give at least 24 hours notice to our group before cancelling meetings.

*(d) Will you allow future amendments to your TWA? If so, how will this be done?*

Any future amendments will need to be proposed and discussed with all members present during a meeting. All members must agree to the proposal in order to amend the TWA. If an agreement cannot be reached but the proposer is adamant about amending the TWA, the group will discuss until a suitable alternative is found and accepted.

*(e) What do you expect each member to contribute to your team?*

We expect each member to clearly state their thoughts to the team. Contribute in a way to get something out of this project for academic reasons as well as for additional statistical knowledge as prospective “statistics-using” professionals in the future. In order to encourage this behavior, all team members will ask the thoughts of other members who have not contributed in discussion.

*(f) What behaviors are acceptable in team meetings?*

A professional approach will be taken towards meetings in order to complete goals efficiently and effectively. We expect all members to be respectful to each other’s ideas and opinions. We also expect all members to be on task and focused on the goals for each meeting. Any use of cellphone or laptops will be asked to refrain during discussions. We also expect team members to arrive on time and if anyone needs to leave early, a legitimate excuse muse be given and approved by all other team members.

*(g) How will team members deal with disagreements?*

If there are any disagreements within the team, we will discuss it as a group and find the most efficient solution to the problem. We will also do research and see if there were any similar problems that occurred in other tests to use as resource to come up with the best answer. We will make sure each team member agrees on the final solution.

*(h) How will the team deal with absences?*

We expect 4each team member to alert the rest of the team of an expected absence.  If a team member refuses to follow this policy more than once, we will document this non-performance for review by the instructor. Prior to documentation, we will follow up to ascertain the nature of their absence, in case of mitigating circumstances. The absent team member will be asked to make up his/her work afterwards.

(i) Under what conditions will your team choose to go to someone else for help?

Our team will decide to go to someone else for help when a majority of the team members believe there is something that requires external attention

*(j) What other policies will you establish to address situations similar to the dilemmas above?*  
*Suppose that, in spite of all your planning, worse comes to worst and it appears that one or more*  
*members of the team are not doing their jobs, or their actions are preventing others from doing their jobs.*

If this sort of behavior occurs be seen in any of our team members, that person will be interrogated by other team members in a group meeting. We will discuss what the problem is and try to come up with a solution. If the member still does not seem to comply with our agreement we would give the member his/her last chance to contribute or else, exclude that individual’s name from the project.

*(k) Under what conditions will you give up trying to get a team member to contribute and instead*  
*seek to document this non-performance for submission to the instructor? How many missed*  
*or partially missed meetings? How long a delay in returning email? How many unilateral*  
*decisions? Etc.*

We will give up trying to get a team member to contribute when they miss a meeting or neglect their assigned duties more than twice without an excuse. However, to account for miscommunication we will reach out to the member to ascertain the nature of their absence as documented non-performance is a serious issue.

*(l) What warnings will you give and what mechanism do all agree is suitable for delivery of a*  
*warning?*

We will explicitly explain to the offending member either verbally or through a phone call. If either of these methods are unsuccessful, we will send an email to inform them.

Members

Oliver Lam \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Len \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Go Okumura \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rita Wang \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wentian Zhu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_