**36-303 Project Team A**

**Team Goals Statement**
First and foremost, our group intends to learn how to conduct a meaningful survey that increases campus awareness of our topic. Specifically, we would like to bring to light the topic of academic integrity and portray a more realistic view of it. Individually, we would like to each achieve an overall grade equal to or above a 90-point performance level. Finally, in the long run, we hope the principles learned in this project give us a clearer, more insightful perspective upon data and statistics presented to us in our respective fields (we have group members in engineering, business, economics, statistics, etc).

**Team Working Agreement**

(a) **What times in the week can you get together as a team, and where?**

Our primary weekly meeting time will be late Saturday mornings (11 AM). As the work level increases, we are also all available any time during the rest of the weekend, including late at night.

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

Our primary method of communication will be through email, but we also have each other's cell phone numbers.

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

If cancellation is done via phone, we will give a one hour advance notice. If it is done via email, 8 hours' notice must be given. We are working on a flexible schedule and are on campus routinely, so a short cancellation notice will not be too much of an inconvenience.

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

Yes. However, any amendments must be made with the entire group present, and the majority of the group must agree to any new terms being established.

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

We expect each team member to attend all meetings barring extenuating circumstances. Extenuating circumstances will include being physically incapable to perform assigned work, or any other excuse that is approved by a majority opinion granted by the rest of the group. Examples include interviews, exceptionally important club meetings, etc. Any work assigned to an individual should be fully completely and in a timely manner. We expect each member to participate in group conversations and always work to push the group forward.

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

We expect professional behavior and meaningful conversation about the work at hand and nothing else. We expect team members to be civil, courteous, and friendly. Ultimately, we should all be cognizant of how valuable each other's time and input is.

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

In general, the disagreement should be discussed as a group. If no majority consensus can be reached, we will adjourn for a day, meet again, and if we are still unable to agree, we will ask the professor/TA for help.

Our group has been functioning very well thus far, and our previous experience has been that a team discussion for smaller disagreements usually suffices. During our disagreement resolution discussions, we will strive to balance the time given to weigh both sides of an issue before attempting to achieve consensus.

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

In the case of a team member being absent at a meeting, a strong effort (call/e-mail) will be made to reach out to the member. If we are unable to reach the member, the member will be informed of what work has been assigned to him/her for the next meeting.

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

If the team is unable to resolve a conflict or needs a professional opinion regarding specific survey issues, we will contact the professor/TA. If more expert knowledge is necessary during the conduction of our survey, we will approach the professor for recommendations.

**(j) What other policies will you establish to address situations similar to the dilemmas above?**

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

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

Our group is extremely flexible and easy to contact, and regularly checks e-mail throughout the day.

Missing more than half of the total meeting time will count as an automatic absence unless the rest of the group agrees to make an exception. After the 2nd missed meeting without proper excuse, the member in question will be warned by e-mail, and the specific issue will be raised at the start of the next group meeting.

If a member misses 3 meetings without proper justification, the rest of the team will discuss and come to a decision about whether or not a documentation of non-performance should be submitted to the instructor.

The same techniques will apply to work that is not completed, or other issues regarding non-performance.

For all e-mail conversations requiring a reply, a reply must be given within 8 hours. If total response is not achieved, it is assumed that there is no opposition to what is being proposed.

When work is divided, unilateral decisions will have to be made and are allowed, but all work must be checked by the group prior to submission. No unilateral decision is to be made that affects the entire group unless prior permission has been granted.

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Victoria Docherty

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William Ouyang

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P. Daphne Tsatsoulis

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Bin Yang