36-303: Sampling, Survey and Society
Group C:
Siddhartha Gupta
Christopher Lee
Jung Yub Lee
Sonam Rajpal
Swetha Reddy
Team Working Agreement
Due: Tuesday, February 23, 2010

Team Goals Statement

Our team's goal is to create a team-working environment that is open, honest, constructive, and effective. We have all agreed that each member will put in as much effort and time needed to create a successful project. Through the design, analysis, and report on our sample survey, we hope to learn about practical aspects of the design and implementation of sample surveys. Our team will quantify our successes by setting our end goal as receiving an "A" grade.

Team Working Agreement

(a) What times in the week can you get together as a team, and where?
Our team can meet Mondays, Wednesdays, and Fridays at 4:30pm. We can also meet various times on weekends as necessary. The meeting location that we decided on was the basement of Hunt Library in the group study rooms. These rooms can be reserved and provide a quiet group setting where we can productively work on our team project.

(b) How will you contact each other about meetings?
Our group will contact each other about meetings through email. We will email out about which part of the project we will be working on so group members can prepare ahead of time as necessary. Then we will each email out to everyone what times and which days we are free. Depending on when everyone's overlapping free time is, we will then select a meeting time.

(c) How much advance notice will you give before cancelling meetings?
We will give at least five hours notice before cancelling any meetings. Since many of our group members check their email quite frequently (at least once every couple of hours), this will enable them to be aware of any meeting changes or cancellations. It is definitely better to give more time's notice regarding canceling meetings so that rescheduling plans can be made as soon as possible; however, we understand that last minute things sometimes come up and just ask that group members be courteous of everyone else's time.

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

We recognize that sometimes changes need to be made to the way in which a group is managed. Thus, we will allow amendments to our TWA. If someone in the team decides to make an amendment to the TWA, they must first propose it to the entire group either via email or at the end of a meeting. Then, the team must have a majority vote (again through email or at a meeting) to approve the amendment into the TWA. If there is not a majority vote, the amendment will not be implemented into the TWA.

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

Each member is expected to put in an equal amount of time into each assignment due. There should be no member who is working more than the others. When an assignment is due, the work will be split up equally and every member should complete his or her part in a timely manner and be ready to discuss it in the next group meeting.

If members cannot complete their portion of the assignment, they need to email all members at least a week in advance with a legitimate reason. That way, the rest of the group can help contribute so that all portions of the assignment still get completed on time.

All members are required to attend each group meeting since the date and time has been set up ahead of time and with everyone's schedules in mind. Members are also expected to be focused and contribute positively at each meeting. This may require extra time individually for preparation before meetings and work after meetings.

(f) What behaviors are acceptable in team meetings?

In team meetings, all members must be respectable to the other members. This way, each member's ideas can be heard fairly. Also, each member should come ready to work and contribute to the group meeting. Finally, each member should be paying attention and not socializing on his or her laptops during the meetings.

(g) How will team members deal with disagreements?

In the case that team members stumble upon a disagreement, we will handle the disagreement democratically; we will first discuss the topic of debate as a team, and then come up with a decision or solution together. This way we can all voice our opinions and analyze the different options. By discussing all of our alternatives, it will enable us to reach the best possible decision for our project. From there we can narrow our options down and vote on what path to take. We will then decide on the decision that the majority of our group members agree with. Since there are five of us, the voting process will always work. Basically we will be using an Alternative Benefit Analysis method.

(h) How will the team deal with absences?

We are very careful to discuss times that we are available to meet to work on our assignments so that all members can be present. However, if a member has an

emergency and cannot make it to a meeting, it is expected for him or her to notify the other members as soon as possible and make up any work needed. If someone is absent without notifying anyone, we will talk to that member and deal with the situation accordingly. If a team member is absent for more than three meetings without a proper excuse or previous notification, we will issue a warning to them, which is further discussed in section (k).

(i) Under what conditions will your team choose to go to someone else for help?
If no one in the team understands an assignment, then that would be the time for us to seek outside help; otherwise, we can easily help each other. If we are also confused about any part of the project, we will attend office hours or set up a meeting time with the professor. Also if we find ourselves in the situation where we need additional resources to complete a task or optimize a survey, we can then also choose to seek help by approaching the teaching assistant or the professor. We may also go to the professor for help to make sure we are on the right track with our project. Since our group is striving to receive an "A" grade in this class and on our project, we want to ensure that we do everything we can to maximize our performance.

(j) What other policies will you establish to address situations similar to the dilemmas above?
One policy we will establish is to make our own due dates two days before the actual due date of the assignment. This will prevent us from having an incomplete assignment in case the first two dilemmas occur, since we will have enough time to complete anything that is not prepared. This will also enable us to have ample time to deal with any unexpected or last minute problems or issues. In the case of the third dilemma, another policy we will establish is majority rule. After thorough discussion, our team may reach an agreement that a team member like John should conform by majority rule. We will be sure to allow all team members to speak their minds and share their opinions before coming to any decisions. This way, we can avoid conflicts between teammates.

 (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 only give up trying to get a team member to contribute and instead seek to document this non-performance for submission to the instructor if the person constantly refuses or is unwilling to contribute, even after several confrontations. If the person misses three meetings or does not reply to emails within four days without proper excuse or previous notification, we will assume that the person is unwilling to contribute to the team. We will try to contact the group member by calling them and asking for an explanation for their behavior. However, if this proves to be futile and if the rest of the team agrees that the person seems reluctant to contribute to our team, we will notify the instructor for this non-performance.

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

We will first genuinely ask the person to do assigned work once the person misses a meeting or does not do assigned work without previous notification. If the person keeps delaying the assignment and does not contribute, we will warn the person that we will notify instructor. If the person still refuses to contribute despite the warning, the rest of the teammates will discuss the situation. Once the rest of the teammates agree that the person is not willing to contribute for the team, we will warn the person with sincerity that this warning will be the last one. If we do not see any improvement after the final warning, we will seek to document this non-performance for submission to instructor.

The most suitable mechanism of warning will be talking to the person face-to-face. Since we can deliver seriousness of the situation most properly when we are actually talking to the person, we will talk to the person face-to-face to deliver warnings. However, if we cannot meet the person at all, we will e-mail the person the warnings. If we get no response to our emails, we will then try to call them and confront them.

Sincerely,

_____   ____/____/_____
Siddhartha Gupta   Date

_____   ____/____/_____
Christopher Lee   Date

_____   ____/____/_____
Jung Yub Lee   Date

_____   ____/____/_____
Sonam Rajpal   Date

_____   ____/____/_____
Swetha Reddy   Date