

## 7) **Team Goals Statement**

Our objective is to work as a team in order to conduct an interesting and relevant survey that will yield statistically significant results. A secondary goal is to enjoy ourselves in the process by distributing work evenly among our group members and ensuring that everyone works on aspects of the project that suit their interests or skills.

## 8) **Team Working Agreement**

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

We will hold our group meetings Wednesday afternoons in the library on the first floor. Presumably, we will need to meet on weekends as well, in the same place.

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

Using text messages has proven to be the most effective way of communicating amongst ourselves and we will stick to it.

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

We will give a one-day notice before cancelling meetings.

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

We will do our best to maintain strict adherence to the principles outlined in this document. However, we all understand that there might be unforeseen circumstances in the future that require a different approach to group work. Any future amendments to the TWA will require majority approval of the group and/or input from the professor.

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

We expect each team member to contribute their fair share of the work, and in cases when a member has a lot of work (e.g., 3 exams on the same day), we will plan accordingly.

(f) What behaviors are acceptable in team meetings?

Since our meetings will be held at the library, any behavior commonly acceptable for the library is also acceptable for our meetings.

(g) How will team members deal with disagreements?

First, we will elaborate on what each opposing viewpoints are and then carry out a vote to

find what the stance of the majority is.

(h) How will the team deal with absences?

We will email or text the missing group member what we discussed during the meeting and email him/her any tasks he/she needs to complete before our next meeting. If a trend emerges, we will bring it up with the offending team member in person to determine the reason for the absences and then come up with a plan to curtail the behavior.

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

If a team member is absolutely belligerent or blatantly free-riding despite explicit warnings from the group, this would warrant going to a TA or the professor.

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

We will implement a 3-strike policy to make the previous point more formal. If most of the group agrees that a team member has had 3 or more faults, we will contact a TA or the professor.

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.

(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.

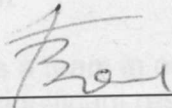
If that member expressly states that he or she is unwilling to do any work, despite being urged to participate, we will take the necessary action. If they are adamant that they will not do work/will not take the project seriously, there would be no point in trying to drag that person along, and dragging down group morale in the process. We have a three strike policy: 3 meetings missed, and you will face consequences. A 2-day delay in returning e-mails counts as one strike.

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

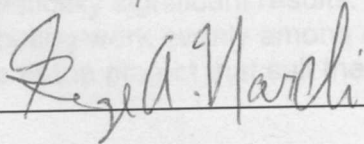
After a first unexplained absence or failure to complete one's part of an assignment, we will initially notify them of the failure to meet the standards of the TWA via text message and/or email. For the second transgression, we will speak to the offending party face-to-face (either in class or at a later meeting) and explicitly inform them of their standing with respect to the three-strike policy. After the third offense, we will inform the offending party that we are contacting the professor before doing so.

## SIGNATURES:

George Volichenko



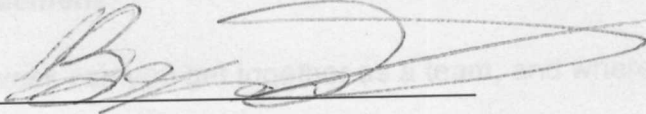
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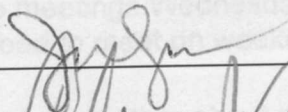
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