Item 7: Team Goals Statement

Our primary goal is to complete a study that can provide insights into the topic of searching for and living in off-campus housing in the Pittsburgh area. All team members should work diligently and collaboratively to produce a study that reflects our best work and effort. We wish to gain knowledge and experience in survey design and data analysis. Throughout the project, we wish to establish a strong working relationship as a team.

Item 8: Team Working Agreement

a. Saturday and Wednesday nights work best for meetings. We will normally meet in Hunt Library or the University Center. We will designate tasks to each team member at Saturday meetings. After working individually (with consults through email), we will integrate our work on Wednesday meetings. [Note: Given that most due dates are on Thursday. If the due date is Tuesday, we will adjust accordingly.]

b. We will send emails a week in advance and reminders on the day of the meeting via text messages.

c. Cancellation of the meeting should be done either through email by midnight or by text message/ phone call in the morning (at the latest) prior to meeting time.

d. Yes, we are willing to modify the TWA if the need arises. We will only modify the agreement if all team members agree. Before modifying the TWA, we will notify the professor. After the modification, we will confirm with the professor again.

e. We expect an equal amount of work and equal contributions by each team member. While each member may contribute a different amount each week, over the semester it is expected that the work is fairly divided up.

f. We expect behaviors that are conducive to the team's progress. There should be open and positive attitudes with a lot of collaboration and group decisions.

g. When disagreements arise, team members will have a chance to express their concerns and arguments. After hearing what each of the members have to say, the members will discuss the issue and make compromises.

h. We will expect an advance notice of the absence. Then we will expect the team member to contribute to the meeting individually, such as by providing suggestions to the projects. The team member will send an email to the team with their contribution prior to the meeting. The rest of the team will read the contribution and work on the project. After the meeting, the member will receive what is completed in the meeting and any requests for revision and more inputs.

i. If we have significant questions concerning the project, we will reach out to the TA or professor. If we are having issues amongst our team members and cannot work them out between ourselves, we will as a last resort consult the professor. Also, we will seek help in terms of some technical aspects of the project, such as pulling a list of random students from the undergraduate directory.

j. Dilemma 1 : If one of the members doesn't complete their work, since we are a team and the work has to be done soon or later, for the first few times we will help the member finish the work that they were supposed to bring in. However, if this problem keeps persisting, we will have to warn that member to take the project seriously. However, the team must be careful and shouldn't necessarily go to the professor or outside help because this issue is the team's personal problem that needs to be resolved internally.

Dilemma 2: To help with the dilemma of absences we could create a collaborative online schedule and keep it updated. While this is not a guarantee against absences, it will help team members plan ahead to mitigate the impact of absences.

Dilemma 3: For team disagreements and instances when a group member is too assertive, we need to stress communication. It is important to deal with situations as they arise and not let the situation get out of control. Team communication is one of the most crucial factors in resolving our team problems.

k. If a member fails to meet the following criteria, we will give up trying and document this non-performance for submission to the instructor:

(i) Attending at least 60% of the meeting times.

(ii) Depending on the urgency of the email, respond within the latest response time (2 days). [Note: This is problematic only if the person consistently fails to reply to emails.]

(iii) Consulting the team on major decisions. A member may not make more than two major decisions unilaterally and without the consultation of the team.

(iv) Complete the tasks that were assigned on Saturday meetings or
consult with team members if he/she cannot complete the tasks.

l. We will give verbal and email warnings if one of the above criteria is not met. If the team member fails to improve, we will notify the team member that we will be addressing the issue with the professor.

Members:

ZhiJun Huang

2/22/12

Emily Lee

2/6/12

Jessica Cui

02/22/12

Kayco Zhou

02/22/12

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