

Group F 36-303 Team Working Agreement Assignment

Team Goals Statement

Every individual in our group will put forth every sincere effort to, as a team, achieve the highest grade possible. We recognize each other's strengths and weaknesses and will encourage one another to achieve individual success and compete to win success as a team. As a team, we do not promote unpreparedness or absences, but we do take concern for emergencies that may occur during the semester. We expect each member to maintain a professional level of respect for one another and uphold personal responsibility while working on this project together as team.

Team Working Agreement

- (a) What times in the week can you get together as a team, and where?
We can get together as a team in the Alumni Lounge on Tuesdays and Thursdays from 12:00pm-1:30pm as well as Sunday evenings.
- (b) How will you contact each other about meetings?
We will contact each other via email and/or text regarding meetings.
- (c) How much advance notice will you give before cancelling meetings?
We will give each other adequate notice before cancelling any meetings when possible, about a day in advance. We do understand that emergencies can occur, but are we are all willing to come together and work regardless if every person is in attendance.
- (d) Will you allow future amendments to your TWA? If so, how will this be done?
We will be open to further amendments to our TWA if the situation arises. Amendments will be proposed at group meetings, voted upon, and incorporated into our TWA if majority rules.
- (e) What do you expect each member to contribute to your team?
We expect each member to contribute to the team to the best of their ability. We understand the group's dynamic and we encourage our member's strengths as well as support each other in our varying areas of weakness.
- (f) What behaviors are acceptable in team meetings?
Encouraging behaviors are acceptable in team meetings. We expect respect from one another and will behave in a professional manner towards one another.
- (g) How will team members deal with disagreements?
When disagreements arise, they will be brought up during group meetings and handled with immediate concern. They will be reconciled by majority rules voting and implemented without reservation.
- (h) How will the team deal with absences?

The team will deal with absences in an understanding manner. We recognize that some weeks are more hectic for others and understand emergencies do arise. We will be gracious, but expect that individual to compensate for missed work by putting extra effort into the project during the following phase in whatever manner is needed.

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

Under extreme circumstances when the safety of a team member is jeopardized or an individual feels as if they are absolutely unable to continue working with the team may they seek help from someone else.

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

We will establish policies to address situations similar to the dilemmas listed in the Team Working Agreement Assignment when the situation arises. We are confident our group is comprised of hardworking and dedicated students who are willing to make sacrifices for the team in order to achieve the highest grade possible on this assignment and for the semester.

- (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.

Under extreme circumstances when a team member absolutely refuses to cooperate and work together as a team or refuses to communicate with any team member will we seek to document their non-performance for submission to the instructor. As previously stated, we recognize emergencies do happen, but as long as the absent individual seeks to compensate during the next phase of the project. Until we feel a team member is continually not making effort and not seeking to redeem themselves from prior absences we will handle the situation within the team and come to a resolution. As far as delays in returning emails, as long as the team member is still making contact with someone in the team via phone we will be able to address issues regarding missed emails prior to their occurrence. We will collectively make decisions by majority rules voting and will only accept unilateral decisions if it is last minute and no other team member is able to communicate within the given time frame.

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

Warnings will be decided upon as a team if a situation arises. The entire team will be present to discuss the verbal warning prior to its delivery and will be present whilst the team member(s) is/are receiving the verbal. After the verbal warning delivery that team member will be encouraged to discuss their thoughts and feelings and establish a reconciliation plan to strive for better performance.

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Vicki Wilczynski	<i>Vicki Wilczynski</i>	2.23.12	<i>Jeff Lee</i>
JUNGMOON JANG	<i>moon</i>	2.23.12	
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