

Team Harmony

Team Roles, Responsibilities, Contracts, etc.

I. Team Roles

A. Simonne: Team Coordinator

1. Responsibilities

- a) Maturely & confidently identify roles & talent. Clarifies goals. Delegates efficiently. Ensures everything is done on time with efficiency.
- b) Perfects any work finished. Ensures all formatting is consistent.

B. Shyla: Monitor

1. Responsibilities

- a) Strategically assign tasks based on each team member's unique strengths. Cooperates with everyone individually on parts. Serves as a diplomat. Monitors any issues, listens, and develops a solution.
- b) *Does not* have to calculate, but researches to find supporting data to claims made.

C. Lucas: Creative

1. Responsibilities

- a) Creatively reimagines new ideas and solutions. Discusses any group ideas with an open mind & add's a spark of interest.

D. Brandon: Evaluator

1. Responsibilities

- a) Strategically discerns the correctness of answers. Reads over documents and ensures everything is in alignment with requirements. Sees all options and judges accurately.

II. Contracts or Agreements

A. Weekly Meetings

- 1. We will meet every **Sunday at 7pm**. A reminder will be sent that day with an agenda. If a group member/s cannot attend, will we adjust this accordingly. If a member cannot attend for any given reason, we will take notes on what was discussed and send it to the member.

B. Time Management/Deadlines


- 1. EVERY assignment should be submitted TWO HOURS before the due date (usually 9pm). The purpose of this is to ensure that we are meeting deadlines, that we are committed to time management, and that the submission has time to go through smoothly. These extra two hours gives the opportunity for the submission to be reviewed and verified by us (less submission errors due to rush).
- 2. If a team member feels that they cannot complete their part, they **MUST** reach out to the team in order for another member to pick up where they left off.
- 3. Every quarter (4 weeks) team members will provide written affirmations and areas to improve on to help bring up team morale and make sure everyone is on a path to succeed and grow.

SAMPLE MEETING AGENDA

Scheduled time: 1 hour

1. Intro/Icebreaker (2 minutes)
2. Recap previous meeting notes (5 minutes)
3. Objectives for this meeting (3 minutes)
4. Brainstorming/open discussion/voice concerns (35 minutes)
5. Q/A (5 minutes)
6. Next meeting steps, clarify date and time/objectives (5 minutes)
7. Adjourned, summarize next meeting and check for understanding (5 minutes)

MEETING NOTES

- 3/7/2022- Weekly Meeting:
 -  Meeting Agendas