

**Team Working Agreement**  
**Autumn 2017**  
**Creation: 08/31/2017**

**1) Group Identification**

Lab section #: 9659  
Table #: J  
Instructor: Dr. Herak  
Team Name (Optional): Group J

Team member info:

<u>NAME:</u>	<u>EMAIL:</u>	<u>PHONE:</u>
Jerry Ding	ding.667@osu.edu	614-906-8042
Ian Risser	risser.24@osu.edu	614-530-3208
Mai Nguyen	nguyen.1650@osu.edu	773-543-0731
Lei Yang	yang.3565@osu.edu	859-806-3931

**2) Primary Means of Communication and Expectations**

- All members will be expected to read emails/texts/GroupMe messages (notifications must be on) from anyone in the group on a daily basis and respond ASAP (no later than 24 hours).
- All members must inform members immediately if they will be absent from class or cannot complete their portion of the work.

**3) Scheduling of Meetings**

The team will agree at the end of each class or over GroupMe when to have meetings. Due to members' busy schedules, meeting times will vary. The team will remind each other of meeting times during class or within 4 hours before the meeting time.

Team Name: Group J

Agenda: [First Meeting](#)

Meeting Schedule:

Date: 8/31	Time: 2:30 p.m.	Location: 18th Ave. Library
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#### **4) General Responsibilities for All Team Members**

- Stay on task during lab and class
- Divide the work evenly
- Complete assigned tasks on time and thoroughly.
- Be on time and present to all meetings (Contact team immediately if complications arise)
- Discuss any problems as they arise
- Ensure that all team members have a copy of the finished report (on Google Drive folder)
- Ensure that all team members understand all of the concepts and information presented in the report.

#### **5) Specific Team Member Responsibilities/Deadlines**

- Technical Support – Jerry Ding  
Responsible for ensuring the performance of the AEV. More importantly involved with the coding of the AEV as well as the design and assembly.
- Report Correspondent – Ian Risser  
Responsible for the writing and organizing of papers and other reports.
- Website Maintenance – Mai Nguyen  
Responsible for updating the websites punctually and perfecting the website design.
- Secretary – Lei Yang  
Responsible for assembling members for team meetings and recording the content of meetings. The coordinator of the team who keeps the unity and cooperation of the team.

#### **6) Conflict Resolution**

When there are problems within the team (i.e. on general or specific responsibilities, tension between members, etc.), the following steps will be taken in this order until a resolution is found:

1. Discuss with the group to come to a working solution, while making sure all members have an opportunity to voice their opinions
2. Discuss with a GTA or Professor
3. If 1 and 2 fail, ask a GTA or Professor to make a decision (arbitrate).

#### **7) Expectations of Faculty and GTA's**

If a member fails to live up to this agreement, the situation may be reported to the instructional team. The team will still be responsible for completing and submitting assignments. The instructional team will be available to help resolve issues or answer general questions.

#### **8) Team Signatures**