Team Working Agreement Assignment

During class you will be required to spend about 20-25 minutes discussing your overall experiences as a team during the conduct of Experiments 1 and 2. What went well? What did not go so well? Is everyone happy with individual group performance? What can be done to improve it? Based on these discussions, your team must jointly develop a Working Agreements document to guide individual performance and expectations for the rest of the semester.

This agreement will identify key ground rules that every member of the team agrees to follow when working together. It should help define roles and expectations intended to help the team perform more effectively. Its focus is not so much on what a team will produce, but on ***how*** the team individuals will work together. It can best be described as a list of 5-10 important guiding principles describing what you expect from one another when it comes to collaborating. It might also reflect some values that you feel are important as a team. Try to develop a list of guidelines relative to key issues like class attendance, communication, roles/responsibilities, conflict management, homework submissions, team grading, meetings, etc. In doing so, take into account your experiences working together so far (e.g. perhaps you will want to codify some things you already do implicitly). You should also discuss how you might handle team members that do not live up to their agreements. Keep it simple and realistic, and make sure it is something that all team members feel comfortable with.

The Working Agreement lists should be jointly developed on one person's laptop, and then E-mailed to everyone on your team and to your instructor.

Some Example Ground Rules *(These are in no particular order, and some are similar.)*

- Come on time to class/meetings
- If you say you're going to do something, do it.
- Work will be split at the beginning of each class, and followed.
- If someone finishes early, they will help others to finish
- Everyone participates.
- Identify preferred method(s) of contact with contact information
- Show Up on Time with Everything You are Supposed to Have
- If you can't make it to a meeting or class, send in deliverables with someone else.
- If you can't make t to a meeting – let us know
- Give constructive Feedback
- Recognize good work
- Everything that is said here, stays here.

- No dominating the discussion.
- Respect everyone's opinion.
- Every idea is considered
- Be prepared for class and out of class meetings
- Keep your motivations on top of the table – No hidden agenda
- Stay on topic
- Follow Established Timeframes
- Listen Attentively
- Allow & Encourage Others To Contribute
- Appreciate Other's Point Of View
- Keep on Agenda Items; Don’t Deviate
- Keep Cell Phones Off
- No Texting in class
- No Facebook in class
- Focus on Ideas, Not People
- Encourage Diverse Points of View