Teamwork

AGREEMENTS HOW TO WORK TOGETHER

CONSIDER to AGREE on	Agreements	If needed, how do we correct each other?
TIME • When should we meet as a team? • What will be the start time of all meetings? • What will be the end time of all meetings?	We will have standup meetings on Tuesdays and Thursdays as soon as any lectures are done. These meetings will be 10-15 minutes depending on what is discussed.	If not present 15 minutes after meeting, you will receive a strike.
LISTENING • How will we encourage listening? • How will we discourage interrupting?	Everyone has the chance to voice their opinion on something. If someone is already talking, save your response for after they're finished.	We will remind the team member to give everyone a chance to speak.
DECISION MAKING • How will we make decisions? • What will be the votes needed to pass a decision? • How will we deal with conflicts?	Any decisions will be consulted by the entire group and voted on.	If there is further conflict, we will ask for feedback from teachers or other students. If there is still conflict, a compromise will need to be made.
PARTICIPATION • How will we insure everyone's participation? • Will we have an attendance policy? • How to deal with missing members?	We have a three strike system. Any absence without valid reason results in one strike. Three times late without valid reason results in one strike.	If someone is late, they have to buy everyone drinks. If someone receives one strikes, they have to buy everyone snacks. If someone receives two strikes, they have to buy everyone lunch. If someone receives three strikes, we will get the teacher involved
FEEDBACK • How do we give each other feedback? • When do we give each other feedback?	We have to be respectful and provide any possible alternatives or improvements. Any feedback should be given when a team member asks, as well as mandatory feedback during standup meetings.	We will remind the team member to be respectful next time.
ROLES • How do we divide tasks and roles? • Do we change the roles and tasks?	Mi: Design Aleksa: Note-taking Hristiyan: Research Yurick: Quality Management	