

Team Agreement Statement

Points: 10

Projects 5 and 6 in the course are group projects. Unless there is a compelling reason to change groups between Project 5 and 6, you will be in the same group for both projects.

Each group must have a **team agreement statement** submitted prior to working on Project 5. Having a team agreement in place can alleviate problems and issues that may arise while working on a group project. Identify how your team will work and communicate, so that everyone understands the ground rules.

Basic Guidelines:

- Due date: Week 7
- Length: One to three pages
- Quality: Thoughtful, well written, concise

Submission process: One person from the team needs to send the agreement to me as an attachment to an email. The name of the file you send must use the following naming convention: your group followed by the first names of everyone on your team, for example, *group3_michelle_greg_bob_judy.doc*

Organize the agreement into six sections:

1. Team members: Names of the people on your team
2. Goal and purpose of the team: One main goal and purpose of your team is to provide a forum for learning from one another. What else?
3. Team work management:
 - a. How will you manage the work of this team?
 - b. Do you want to review each other's work? If so, how often? What type of turn around time is expected?
 - c. How will you communicate? email? chat sessions in Vista? meet in person? how often? Who initiates the communication?
 - d. Will you have a group leader? If so, who will that be? Will the same person be the group leader for both projects?

- e. What are the responsibilities of each person on the team? Will you work independently and then coordinate individual contributions? How do you plan to make the final projects cohesive and unified?
 - f. What is your timeline for each project?
 - g. Who is responsible for posting the group work for peer comments and for grading?
4. Problems
- a. How will you handle the inevitable situation when a team member does not complete his or her work by the agreed-upon date(s)?
 - b. How long will you tolerate lack of input from a team member?
 - c. At what point will you contact me (the instructor) and ask me to intervene?
 - d. What can you do if you find you need to revise this agreement?
5. Other team work issues
- a. Think about guidelines for each other for providing feedback and comments on work in progress. If you are not satisfied with the quality of work, how will you address the perceived shortcomings? How can each member remain open to new ways of thinking and doing?
 - b. How will you track different versions of the projects? (This will depend on how you plan to present the projects. Will you use a word processing document, a web site, a wiki?)
 - c. What is your backup plan? We all know that there can be technology glitches. Who is responsible for maintaining the backup?
 - d. Describe the quality of work your team is aiming for.
6. Reflection paragraphs: **Each** team member is responsible for answering the following questions in a concise paragraph (i.e., there will be four paragraphs for this section, one paragraph per team member)
- a. What did you learn from writing this team agreement?
 - b. How does this process compare to other team agreements you have developed?
 - c. What concerns or questions do you have about your team or your team agreement?