

Team Agreement

The second design project of Sophomore Clinic I, the crane project, will run for about ten weeks. **Fifty percent of your final grade** will be based on team-produced deliverables, which are subject to a weighting factor that reflects your proportionate contribution to the success of the team's work. The bottom line is:

Team members need to clearly identify expectations and work with each other to optimize each individual's ability to meet those expectations.

To help your team do this successfully, you are going to draw up a Team Agreement with the following sections.

Part 1. Goal Statement

Come up with a statement that everyone agrees with regarding what the team wants to get out of the design project. The goal can have multiple elements, both project- and team-related.

Part 2. Ground Rules

Based on the effective team strategies you identified based on past experience, come up with ground rules for your team that everyone can commit to. You should have at least one but probably not more than five.

Part 3. Team Procedures and Responsibilities

For each of the following areas of procedures and responsibilities, develop statements that explain the team's expectations. Add other functions if needed.

Work schedule

- Arranging times to meet outside of class

Project documentation

- Keeping the lab notebook and team wiki
- Producing specialized documentation (computer drawings)
- Sharing project documentation among team members for report writing

Communication

- Notifying other team members of absence, lateness, extenuating circumstances
- Informing other team members of work done on the project
- Discussing issues or concerns with other team members

Code of conduct

- Participating in team meetings and work sessions
- Preparing for team meetings and work sessions
- Dividing up or designating tasks
- Completing assigned tasks
- Determining standards for quality of work

Part 4. Assessment of Team Skills and Talents

Create a table showing the following for each team member:

- Areas of expertise or interest (statics, machining or relevant mechanical experience, AutoCAD or SolidWorks, etc.)
- LCI profile scores and a brief description of what he/she brings to the team in terms of learning patterns

Include a **line graph** showing the team's LCI profiles.

All team members must sign the Team Agreement.

Keep copies for yourselves and turn one in to me.