

Team Policies and Expectations

Your team will have a number of responsibilities as it completes the project assignments.

- At your first meeting, *designate a coordinator, recorder, monitor and checker for each project*. You should not have the same role for more than one project. For teams of three, the same person should cover the monitor and checker roles.
- At the end of each meeting, *agree on a common meeting time for the next meeting and on what each member should have done before that meeting* (readings, learning a particular tool, taking the first cut at some or all of the assigned work, etc.)
- In between meetings: *do the required individual preparation for the next meeting*.
- **Coordinator** checks with other team members before each meeting to remind them of when and where they will meet and what they are supposed to do. During meetings, **coordinator** keeps everyone on task and makes sure everyone is involved with every aspect of the project.
- **Recorder** maintains notes and code for work done during each meeting and is responsible for committing meeting minutes and notes/code to the group git repo after the meeting.
- **Monitor** checks to make sure everyone understands what's happened in each meeting, and that they are clear on their assigned tasks. You should end each meeting 5-10 minutes early so that the monitor can perform this check—it is actually useful for everyone to repeat out loud to the group what they will do before the next meeting.
- **Checker** double-checks the deliverables before they are handed in. Checker turns in a hard copy of the project summary report (making sure to include the names of all team members that participated in the work), and they are responsible for e-mailing the URL for the group git repo to Charlotte and Alix by 9:00am on the morning of the team's presentation. If the checker anticipates a problem with submitting the project deliverables on time, it is his/her responsibility to make sure *someone* on the team does so.
- **A non-cooperating team member can be fired.** The first step should be meeting as a team with Charlotte or Alix. If no resolution is achieved, the cooperating team members may notify the uncooperative member in writing that he/she is in danger of being fired, sending a copy of the memo to Charlotte and Alix. If there is no subsequent improvement, they should notify the individual in writing (copy to Charlotte and Alix) that he/she is no longer with the team. The fired student should meet with Charlotte and/or Alix to discuss options.
- **A student who feels they are doing all the work may quit.** They should issue a warning memo (copied to Charlotte and Alix) that they will quit unless they start getting cooperation, and a second memo quitting the team if the cooperation is not forthcoming.
- Students who get fired or quit must find a team of 3 willing to accept them as a member, otherwise they get zeroes for the remaining assignments.
- Please consult with Charlotte and/or Alix if a conflict arises that can't be worked through by the team.

As you will find out, group work isn't always easy—team members sometimes cannot prepare for or attend group sessions because of other responsibilities, and conflicts often result from differing skill levels and work ethics. When teams work and communicate well, however, the benefits more than compensate for the difficulties. One way to improve the chances that a team will work well is to agree beforehand on what everyone on the team expects from everyone else. Reaching this agreement is the goal of the assignment on the next page of this handout.

Team Expectations Assignment

On a single sheet of paper, put your names and list the rules and expectations you agree, as a team, to adopt. You can deal with any or all aspects of the responsibilities outlined above—preparation for and attendance at group meetings, making sure everyone understands all the analysis, communicating frankly but with respect when conflicts arise, etc. Each team member should sign the sheet, indicating acceptance of these expectations and intention to fulfill them. Please turn a copy of this sheet in to Charlotte or Alix at the beginning of class on Wednesday—be sure to include your team name as well as the names of all team members and their assigned team roles (coordinator, recorder, etc.).

These expectations are for your use and benefit—we won't grade them or even comment on them unless you ask us to. Note, however, that if you make the list fairly thorough without being unrealistic you'll be giving yourselves the best chance. Here are some examples of rules/expectations that you might agree to:

- “We will show up to meetings on time. If a conflict arises, we will inform another member of the team as soon as possible.”
- “If we are having a difficult time completing our agreed upon task(s) before the next team meeting, we will discuss our difficulty with another team member and try to resolve it before the meeting.”

You will individually fill out and submit this form in class at the completion of each project.

Peer Rating of Team Members

Name _____

Group _____

Please write the names of all of your team members, **INCLUDING YOURSELF**, and rate the degree to which each member fulfilled his/her responsibilities in completing the project assignments. The possible ratings are as follows:

- Excellent** Consistently went above and beyond—tutored teammates, carried more than his/her fair share of the load
- Very good** Consistently did what he/she was supposed to do, very well prepared and cooperative
- Satisfactory** Usually did what he/she was supposed to do, acceptably prepared and cooperative
- Ordinary** Often did what he/she was supposed to do, minimally prepared and cooperative
- Marginal** Sometimes failed to show up or complete assignments, rarely prepared
- Deficient** Often failed to show up or complete assignments, rarely prepared
- Unsatisfactory** Consistently failed to show up or complete assignments, unprepared
- Superficial** Practically no participation
- No show** No participation at all

These ratings should reflect each individual's level of participation and effort and sense of responsibility, not his or her academic ability.

<u>Name of team member</u>	<u>Rating</u>	<u>Reason for Rating < Satisfactory</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature: _____