

## Notice

This is an example and other people's work. **DO NOT replicate this Working Agreement**, but use it as a guide when constructing your own.

## Introduction

The purpose of this team working agreement is to outline standardized expectations for the Lightning Bolt project concerning, but not limited to, the working relations and group structure among team members in ECE 3940. The contents herein addressed are:

1. Communication
2. Decision making
3. Responsibility
4. Participation
5. Leadership
6. Consequences

The members of the team are:

Trebla Einstein  
Kyle Tesla  
L. Henry  
Hic La Place  
Faraday Gabbia

## Communication

Communication between team members shall be through e-mail, phone conversations, and weekly team meetings. Members will check their e-mail once daily and reply when requested or necessary. Team meetings are scheduled every Tuesday evening at 6:00 pm. If a member cannot attend a team meeting, they must communicate to all members 24 hours prior to the meeting. Failure to communicate their absence will result in a strike (see "Consequences" below).

## Decision Making

All ideas and directions will be kept open until a final consensus decision is made by the group. Final ideas and decisions will be adopted in one of two ways: secret ballot or coin toss. Failure to communicate, or acting on a decision not sanctioned by the entire team, will result in one strike. (Please refer to "Consequences" section.)

## **Responsibility**

Members of the team are expected to complete any and all tasks assigned to them by the due date. If unforeseen obstacles prevent task completion, this will be handled accordingly. Difficult or unclear responsibilities must be voiced to other team members swiftly so that they can be clarified or redefined.

## **Leadership**

Leadership is strictly informal with a democratic debate system used for decision-making. A primary meeting facilitator will be assigned prior to each meeting. The facilitator will be responsible for compiling an agenda and directing the smooth flow of the meeting. Natural leadership will evolve over time, and this working agreement shall be edited to accommodate such future logistical changes.

## **Group Progress**

The group will create a timeline that includes dates for expected completion of work and other group objectives. This timeline will help the group to determine progress and how rules should be enforced with regard to participation of each group member.

## **Consequences**

Consequences will be based on a strike program with three strikes resulting in a probationary status and four strikes resulting in removal from the team. While on probation the team member must demonstrate his/her ongoing commitment to the team by writing an explanatory paper and requesting reinstatement to the team.

Strikes may be given for any one of the following reasons:

1. Missed meetings without either communication 24 hours prior or a legitimate conflict.
2. Failure to abide by the rules presented in this working agreement.
3. Low commitment and substandard work presented in assigned tasks.

## **Summary**

The ideas and requirements set forth in this working agreement are established so as to provide the best possible working conditions for completing the assigned project.

If you have any questions concerning this memo, or the contents therein, please direct them to the group secretary:

Trebla Einstein

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