**EG 1004 Teamwork Agreement**

**Assigned in 3rd Recitation (Lab 2 Presentations)**

**Due in 5th Recitation (Milestone 1 Presentations)**

Your semester-long design project team is required to draft a contract, or teamwork agreement, that lays out the expectations of each member and consequences for those who do not contribute. If you experience any problems with your teammates during the semester, you are encouraged to reach out to your recitation professor, TA, or writing consultant to have a teamwork consultation. This agreement will be referenced in that meeting.

A teamwork agreement:

* Details the responsibilities of each member of the project.
* Focuses on the process of working as a team, not the design of your products.
* Describes steps to take in the case that issues arise during the team project.
* Proves that all members understand team goals with each member’s signatures.

How will the teamwork agreement be used?

* It is the first tool the team can use if team is not functioning well.
* You will consult the teamwork agreement to resolve issues.
* If an issue cannot be resolved, the agreement will be used in recitation as a guide for discussion with the professor, writing consultant, and teaching assistant.

Although your team may never have trouble during the year, it is better to prepare for the worst-case scenario than to not prepare at all. Hopefully, outlining your feelings about teamwork will make the resolution of your issues easier. You will benefit from dealing with problems early in the semester rather than waiting until it is too late to complete your project.

*Please submit a PDF of your signed teamwork agreement
before Milestone 1 electronically on the EG1004 Website.*

In order to complete the teamwork agreement, please replace the text that says “Type your response here” or “Type name here” on the next page with your responses.

**EG 1004 Teamwork Agreement Template**

**Recitation Section:** *Type your response here.*

**Recitation meeting time:** *Type your response here.*

* **Communication: How do you prefer to get in contact with each other? What methods of communication will be used?**

*Type your response here.*

* **Meetings: How often and when will you meet? What will you do if a team member does not show for a meeting?**

*Type your response here.*

* **Differences of opinion: How will you resolve tied votes on decisions? How will you manage disagreements during problem solving?**

*Type your response here.*

* **Responsibilities: How will you assign responsibilities? What will you do if a team member fails to complete tasks?**

*Type your response here.*

* **Workload: What is a fair workload for each team member?**

*Type your response here.*

Signed

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| *Type name here* | *Type name here* | *Type name here (or delete if there are only two members)* |