The Team Working Agreement:

To successfully complete a semester-long design project such as the LOC, it is vital that each team create an agreement and set expectations early in the semester. To accomplish this, each team will fill out a Team Working Agreement, to be followed by the team members and included in the project notebook at the completion of the project.

The Team Working Agreement Template is found under the “Content” section of the 1182 Nano website, and should be filled out as in the sample template to include:

- Group information
- Contact information for each team member
- How the team will communicate and expectations for communications
- How meetings will be scheduled
- Team member responsibilities
- How potential conflicts between members will be resolved
- Expectations for faculty members, etc.

❖ The agreement will then be signed by all team members.