

764 A/B Consultancy: Team Agreement

Team Name	QB Consultancy
Team Captain: Tony Tripp	Team Members: Anusha Prabhakar, Gaysha Smith, and Josue Barajas

Deliverable	Activity ¹	Submission	Due Date
Team Agreement	Formation of teams and one-page statement of shared interests due	Team Captain on Sakai/Courses	Sunday, Jan. 15, 11 PM
Biographical Sketch	One-page biographical sketch. This sketch should be similar to what you might use to market yourself as a consultant.	Individual on Sakai/Courses	Sunday, Jan. 29, 11 PM
Project Prospectus	This assignment is defined further in the Definition of Terms section of this syllabus.	Team Captain on Sakai/Courses	Sunday, Feb. 19, 11 PM
Draft MOU	The MOU is defined further in the Definition of Terms section of this syllabus.	Team Captain on Sakai/Courses	Sunday, Mar. 26, 11 PM
Final MOU	Final MOU's signed by the team and the client	Team Captain on Sakai/Courses	Sunday, Apr. 16, 11 PM
Group Evaluation Form	This is a one-page evaluation form that will be completed by each team member in order to evaluate the contributions of other team members.	Individual on Sakai/Courses	Sunday, Apr. 16, 11 PM

Mutual Interest

Based on teamwide mutual interest, the QB Consultancy will pursue organizations that are committed to improving the environment on a local scale. Each team member identified several organizations of interest with this purpose and a point-of-contact. Upon approval from the faculty mentor, prospective outreach from QB Consultancy will commence.

Team Commitment to Success

Meetings	Weekly, Saturdays at 9:00AM PT on Zoom. Facilitators to rotate weekly
File Management	Pepperdine Google Drive, Pepperdine OneDrive [Gantt chart]
Communication	Group text message
Decision making	Simple majority vote wins
Accountability	Clear communication on expectations, only contact the professor as a final step
Disagreements	Allow for team mediation, only contact the professor as a final step
Evaluation	Ongoing throughout the term, official snapshot at the end
Team Charter	Review Team Charter at the start of every meeting. Unless the need comes sooner, hold a meeting for any revisions at the start of the Summer 2023 term.

Team Meeting Facilitation Rotation Schedule

Anusha	2/4, 3/4, 4/1, 4/29, 5/27, 6/24, 7/22
Gaysha	2/18, 3/18, 4/15, 5/13, 6/10, 7/8
Josue	1/28, 2/25, 3/25, 4/22, 5/20, 6/17, 7/15
Tony	1/7, 2/11, 3/11, 4/8, 5/6, 6/3, 7/1, 7/29