Team Name and Members:

- **Team Name:** VesaCorp
- **Team Members:**
  - Research Coordinator – Zainab Rana
  - Formal Report Coordinator – Elena Sherman
  - Presentation Coordinator – Umbrosia Gill
  - Project Manager – Austin Favero
  - Web Master – Kristen Rogers

1. **Team Mission Statement:**

   - To be the most trusted and respected professional services firm recognized by our clients for delivering excellence.

2. **Team Objective –**

   - Our objective is to create a quality report and presentation that exceed the requirements given. We will achieve this by working efficiently as a team, and by meeting all expectations and deadlines outlined in this agreement.
   - The purpose of this assignment is not only to effectively work as a team, but also to gain knowledge into new technologies and tools.
   - As a team we aim to produce superior work that demonstrates an understanding of the different programs and technologies.
   - For the assignment, we are expected to research, report, and present on Virtual Teaming and Online Meeting Management. We will explain the product evaluations as well as compare and contrast each item. We will then deliver a recommendation and a plan for implementation.
   - We will research general information on virtual teaming, in addition to relevant data on each individual program.
   - Our team will present our research and recommendations in a digital video presentation, as well as a formal written report.
   - The resources we will use will include Dropbox, email, cellphones, and possible other means of communication.

3. **Preparation and Quality:**

   - The quality of work will be defined by putting out the best possible product and best collaboration of all the team members.
   - Each team member is playing a very vital role in this assignment, so it is very important that each team member provide the best satisfactory material. Any
unprofessional, unrevised, poorly written and without complete reference work will not be accepted.

- In order to collect satisfactory work from all team member it is very important to keep eyes on each other’s work as a group. To make this possible, certain dates will be assign for the rough draft and the final paper.
- Two weeks before the due date, rough draft must be submitted to team for peer review, and as a group we must go over to the complete material. In that review we will go over to the require changes to the assignment.
- The final paper must be submitted a week before the due date of the assignment, for making it easier for a team to put best quality work together for the assignment

4. Team Decision Making:

- Our team will make decisions based on what we feel is best for the team.
- Everyone on our team is sure to have different opinions, but the best teams will always find a compromise to an issue, and I believe this team is more than capable of doing that. If a conflict arises, our team will have a debate on what we should do for the better of the team.
- In this project, teamwork will be essential to success, we will all work together to meet deadlines, improve the work that we are given, and turn in a completed assignment that all of our team members will stand behind.
- If we are at a standstill after talking about an issue, we will have a vote with a majority rule.

5. Work Breakdown and Structure:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date due to Project Manager</th>
<th>Date due to Team for Final Review</th>
<th>Date due to Professor Perry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Agreement</td>
<td>Tuesday, March 8th</td>
<td>Thursday, March 10th</td>
<td>Friday, March 11th</td>
</tr>
<tr>
<td>Website Bio &amp; Picture</td>
<td>Due to Webmaster Monday, March 14th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webpage</td>
<td>Tuesday, March 15th</td>
<td>Thursday, March 17th</td>
<td>Friday, March 18th</td>
</tr>
<tr>
<td>Team Paper Exchange – Extra Credit</td>
<td>Tuesday, April 12th</td>
<td>Thursday, April 14th</td>
<td>Friday, April 15th</td>
</tr>
<tr>
<td>Team Paper</td>
<td>Thursday, April 14th</td>
<td>Sunday, April 17th</td>
<td>Tuesday, April 19th</td>
</tr>
<tr>
<td>Team Presentation</td>
<td>Thursday, April 21st</td>
<td>Sunday, April 24th</td>
<td>Tuesday, April 26th</td>
</tr>
</tbody>
</table>
Team Meetings:

- Our team will meet in person at a minimum once a week for 15 minutes on Tuesday’s, after our class session. If additional face-to-face time is required, the team will collectively decide the best date and place to collaborate further.
- Because we each have rather full schedules we will try to do the bulk of our project coordination through the means of technology tools.
- Team meetings will serve as a check point for all members to ensure progress and satisfaction in the quality of work. Members will agree on the division of work with respect to their roles and fair distribution of labor and follow the above time table for when those items will be due to the manager.
- Meetings should be efficient, productive and well planned for. Each member should know the topic of the upcoming meeting and be prepared to have action items for the upcoming assignments.

6. Non-Performance:

- **Miss a meeting:**
  - First time – Documented Warning email to offender
  - Second Time – Documented warning and required to bring food to next meeting
  - Third time – Documented warning and team member is fired.
- **Failing to communicate:**
  - First time - Documented Warning
  - Second time - Documented Warning and bring everyone coffee
  - Third time - Documented Warning and team member is fired.
- **Missing a deadline:**
  - First time - Documented Warning and point deduction from evaluation
  - Second time - Documented Warning and team member is fired.
- **Stops contributing:**
  - Documented Warning and team member is fired.

* all documented warnings will be copied to the professor.

Signature: ________________________________ Date: March 8, 2016

Signature: ________________________________ Date: March 8, 2016
TEAM OPERATING AGREEMENT OF VESACORP
Revision March 11, 2016

Signature: ___________________________ Date: March 8, 2016

Signature: ___________________________ Date: March 8, 2016

Signature: ___________________________ Date: March 8, 2016