To: Kyle Winfree

From: Yawen Peng, Cheng Che, Zhengjie Xuan

Date: October 11, 2019

Re: Team Conflict Resolution Plan

- *How the team handles individuals who do not perform*

If the team members' negligence affects the overall progress of the project, our team will explain the situation to the teacher.
Don't share our results with this person. If this task needs to be submitted online, he won't be able to complete it unless we share the results with him.Then he'll be forced to carry out his mission. This rule also alerts team members to work hard.

- *How no-shows and tardiness will be handled*

We do not deal with the occasional reasonable absence of team members, like time conflict.
For the intentional tardiness and tardiness of the team member, our team will report his tardiness and tardiness to the teacher and will not share the results of the experiment with him.

- *How personal conflicts will be resolved*

For personal conflicts among group members, team members will communicate with each other in weekly meetings to solve the problems.

Professional Conflicts:

For small differences, first our team will discuss and decide on a better plan. If any member of the team is not satisfied and the conditions allow, our team will carry out multiple plans at the same time to select the best result.
For larger decisions, we do not use multiple solutions in parallel. Team members should collect information and reasons for their opinions, and then determine the best solution with the guidance of the teachers in the weekly meeting.

Interpersonal Conflicts:

After team discussion, we believe that we feel guilty towards others because we have done unfair and hurtful things to others, such as using verbal attacks and unfair task assignment. Therefore, our team believes that we should abide by the principles of fairness and friendliness and consideration for others.

Our team believes that if someone does something unfair or hurtful to me, I should directly communicate with that person and tell him what I think so as to determine a fair solution. If someone else is saying something that makes me uncomfortable, I should point it out.