Team 12  
CS / SE 4376.001

T01: Ground Rules

**Ground Rule 1:** Active participation of all members [1].

All members will actively participate in both the meetings and project assignments. In order for the team to operate most effectively, all team members must actively participate in order to fully comprehend their role within the project group at a given time. Active participation also avoids unnecessary conflicts later on pertaining to workload distribution, communication, and scheduling.

**Ground Rule 2:** Listen to what others have to say [1].

Important that all members are heard. Being a good listener is a crucial ability for maintaining a healthy professional setting. It is not uncommon to run into conflict when working in a group setting, therefore, it is vital that group members actively listen to what other members have to say. Active listening also avoids any unnecessary repetition of topics.

**Ground Rule 3:** Manage conflicts openly and actively [1].

We believe that it is best to address conflicts openly as they arise so that disagreements between team members can be resolved as quickly as possible. Constructive criticism is necessary for team progress. Managing conflicts is also important because it removes unnecessary hindrances in the project lifecycle and allows the project to progress at a more steady rate.

**Ground Rule 4:** Complete agreed upon work on time, inform of non-completion [2].

Team members should always be expected to complete work on time, unless certain extenuating circumstances prevent this and the group is notified. This ensures that nobody needs to attempt to pick up the slack of other people without prior notice, and gives the group confidence that all work which they are not personally responsible for will be completed before the deadline.

**Ground Rule 5:** Attend arranged meetings, be prepared for them prior to attending [2].

This entails that each team member reads through the assignment instructions (and also possibly assignment references and corresponding course material) beforehand so that we are all clear about the project before we start. We think this is a good ground rule because some of us have had prior meetings where much time was wasted on explaining the assignment requirements.

**Ground Rule 6:** “There’s a need for any support for team project work to be also available online” [2]. All members must actively check the group discord for updates on meetings and assignment completion. All members must have a Google and Box account so they can actively collaborate on Google Docs and exchange files in the group Box.

**Ground Rule 7:** “Maintenance roles and interaction are as important as the tasks themselves” [2]. The group will allot the first 5-10 minutes in a meeting to get a status report from every group member. This allotted time is also used to delineate the meeting goals. These meeting goals will be assessed at the end of the meeting, and any goal not met will be delegated to the team members. This ensures that the group stays focused on completing the tasks at hand.

**References**

[1] R.E. Levasseur, “People skills: Optimizing team development and performance,” Interfaces, April 2011.

[2] J. Whatley, “Ground rules in team projects: Findings from a prototype system to support students,” Journal of Information Technology Education – Research, January 2009.