Team Members: Email:

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Please discuss within the team what rules you want to hold yourselves accountable. Record your definitions and guidelines. Share the final document with all team members.

**Correspondence:** (How quickly should team members respond to email or other electronic communications from their team?)

- iMessage group to be used as primary communication platform  
- Responses expected within 24hrs

**Attendance:** (What should team members do if they cannot attend class or scheduled team meetings?)

- Full attendance is expected  
- Communication is expected if any group member expects to be absent for class  
- Allocate work to the members who have missed class or meeting and let the team no that this is the case

**Timeliness:** (How timely should team members arrive at scheduled team meetings? What are the expectations when they are late?)

- The team will have in-person discussions when necessary for upcoming assignments  
- Please communicate if you expect to be late in the group chat

**Respect:** (What enables everyone in the team to be respected? How do you communicate disagreements? How do you deal with cultural differences? How do you make sure that all voices are heard?)

- Each member holds experience beneficial to the team effort so all members deserve mutual respect  
- Open communication (i.e. strategy, ideas, thoughts) is greatly encouraged

**Effort:** (How much effort should all team members contribute to the assigned teamwork? What grade do you want to obtain with your deliverables, and how can all team members effectively contribute to that goal?

- The team will use task delegation to address team assignments  
- Goal Grade: A  
- We expect full effort and equal contribution from all members

**Integrity:** (What are key ethical rules that all team members should adhere to? What do you do if you suspect someone is cheating?)

- Any suspicions should be addressed respectfully in the form of a conversation. No assumptions or conclusions are to be made without talking to each other  
- Team members will be objective in their approach towards their responsibility and accountability

**Knowledge Sharing:** (Who is good at coding? Who is good at statistics? Who knows how to present? Do you just divide tasks to the person best suited, or do you try to teach each other to improve?)

- Tasks are to be used for the growth of all team members.  
- Team members skilled in certain tasks will take lead in teaching and guiding other team members in addressing the task