**The Quarantwenties: Team Norms**

1. Let us strive for optimal communication, and please do not interrupt one another at any point in time.
2. We should always strive to come to a consensus on big team decisions.
3. Keep our commitments to our roles and assignments – if you are running late and a deadline is fast-approaching, speak up sooner rather than later.
4. Ask for assistance from people who share primary, secondary, and tertiary roles similar to yours.
5. No idea is a bad idea. There is no judgement here, so everyone should feel free to share whatever is on their mind. Do not discourage others from contributing their ideas.
6. Break down the problem and assess it from different viewpoints.
7. Be on time to team meetings and let us know when you are unable to attend. (Common courtesy: let us know **before the meeting starts** if you won’t be able to make it)
8. Make sure everyone’s opinion is accounted for when making big decisions.
9. Respect each other’s time with deadlines and tell us when you cannot meet one, or when you cannot attend a group-scheduled event.