Teamwork is the collective action of people working toward the same goal. If done correctly, collaboration can be a profitable strategy to get something done. Good cooperation means each member is committed and working to fulfill their purpose. It maximizes each member’s strength and covers up their weaknesses.

**Work Norms:** Before starting to work on a project, it is beneficial to plan everything. Equally distributing work is the best way to go, and upon finishing, it will be reviewed by the other members. In some cases, different team members will have different skills, and they will work on tasks that depend on those skills. Time is an essential factor in teamwork; efficiently managing time makes any work more comfortable. The facilitator could set the deadlines.

In some cases, team members might have a different time zone, which should be considered before setting any deadlines. Having different opinions is expected while working with other people. All members should co-operate with each other and be respectful in any circumstances. If additional views exist even after discussions, then popular opinion should be the best route to follow. The facilitator can also act as a mediator if there is any conflict between members of the group.

**Facilitator Norms:** A good facilitator can keep things organized and simple. They can motivate, encourage, and guide members to complete their tasks more effectively. Facilitators can create an inclusive environment that will boost productivity and develop new ideas. Rotating the position of a facilitator can provide opportunities for other members of the group to gain experience. It will help them to improve their communication and management skills, which can be useful for future projects or even jobs.

**Communication Norms:** Effective communication isfor any teamwork. Offering encouragement, sharing thoughts, providing constructive feedbacks improves team performance. A good communicator is also a good listener. Listening to other member opinions and ideas show that the person respects them, which builds trust amongst team members. Communication also clears out any doubts, and group members have a good understanding of each other’s strengths and weaknesses. Team members should communicate with each other at least once a day to share their progress or problems. It could happen through emails or by phone call, but there are better and easier alternatives such as Discord, GroupMe, etc.

**Meeting Norms:** Meetings are essential for understanding each other’s point of view, share ideas, create schedules, and check work progress. All members should consider joining a meeting at least once a week to discuss their ideas, progress, and difficulties. The facilitator or any member could step forward to organize such an event. Libraries, coffee shops, restaurants, rooms are suitable places where meetings can take place. During natural disasters or pandemic, if necessary virtual conferences can be a good alternative. Missing meetings without a valid reason is unprofessional and not acceptable. If a member misses several sessions, then the facilitator or the leader of the group should notify the matter to the professor.

**Consideration Norms**: All members should give their honest opinions about eating, swearing, or smoking during a meeting. If any member has a problem with these things, then they should talk about it openly and respectfully request the person not to do it. All members are expected to be respectful to each other and behave appropriately in any circumstances.