* Respecting for one another
  + Respect each other is important as it helps keeps a positive atmosphere, which could increase productivity.
    - Avoid any abusive language
    - Don’t speaker over others
* Wednesday workshops and online meetings
  + Come to workshops and weekly online meetings to ensure tasks are being met and completed.
    - Meeting place at QUT Garden Point Q-224 at 11am – 1p
    - Weekly online meeting on Facebook IFB299 group chat for Team 3
* Give notice if unable to come to meeting
  + Providing notice and reason why you won’t be able to attend meeting.
    - Give a 12-24 hour notice
    - Send what you done to the group github or Facebook chat
* Have clear communication, be direct and honest
  + Being clear, direct and honest will ensure objectives are met and opinions are voiced.
    - Be clear when you’re trying to explain
    - Be direct and don’t hide opinions
    - Be honest to each other
* Ask for any assistance if needed
  + This will prevent problems overall
    - Ask help ASAP
    - Do not hesitate to ask
* Stick to deadlines handed out by team members and due dates.
  + This will ensure there will be no problems near due dates
    - Complete task before due date
    - Don’t be a dog