**Work norms:**

**Work is distributed evenly and based on how much one member can handle at a time. Deadlines are also decided as group and if someone doesn’t follow through on their role we’ll have the rest of the members do the job together. The project is reviewed by members showing and explaining their work to others to be proofread for quality. If members have different opinions on the quality they collaborate with each other to discuss what’s wrong with it in order for revisions to be made. Members who procrastinate on their work are encouraged and talked to at least get their roles accomplished in a timely fashion so that other members don’t worry of case that said member does not meet the deadline.**

**Facilitator norms:**

**A Facilitator is a member that directs and explains the roles and information to the group for a project. This position is determined if a members displays this ethic more than any other member. Rotating the facilitator is recommended in order for that member to be released of the stress of the portion or in the worst case scenario, absent for a period of time causing confusion in duty for members.**

**Communication norms:**

**Communication should take place through e-mail, text, or social chat applications so that members ca be immediately be notified of new information. Talking on the phone is good for better clarity however some members are probably in class or at a job not having that luxury. Members who want to talk on the phone should keep that fact in mind and work with other’s schedules.**

**Meeting norms:**

**Everyone’s schedule could vary, so all members should coordinate meetings based on when they have free time from other responsibilities. Meetings should be held at quiet areas with little distractions such as a library. Most meetings are an exchange of information and guiding others with can be usually be done through medias, group members missing a meeting is only urgent if their physical presence is required like recording a video or if that member has a history of not doing work and not communicating with the group through media. In that case the group would have to talk to that person to identify the problem and resolve this. If the behavior persists then the group would to assume the worst case that the member is not fulfilling their role and continue without them then report to the instructor in the end.**