**Time** When do we meet? Is there a beginning and end time? What time do we start/end?

Depends on the assignment. But I think sticking to the schedule that Fontys gave us will work. We have to set deadlines once we receive an assignment and plan the following weeks.

• **Listening** How do we encourage listening? How do we discourage interrupting?

We don’t interrupt each other and give feedback in a positive way. We discourage yelling or not constructive feedback. We don’t want the team members feel bad about themselves.

• **Confidentiality** Are our meetings open? What can be shared outside the meeting? Do we wish to share our work with other groups?

I believe that sending our code to different groups is wrong, but I do not mind giving hints or telling our progress to other groups.

• **Decision making** How do we make decisions? Will we reach decisions by consensus? What if we cannot agree? Who has the final say? How do we deal with disagreements?

We have to come up with a decision together. If we are unsure or have different opinions, we should discuss a problem together and try to achieve compromise.

• **Participation** How do we encourage everyone’s participation? Will we have an attendance policy? What happens to the group if people don’t participate?

We highly encourage everyone to try their best and we want to achieve our end goal by a teamwork and not individual work. If people don’t participate, we try to find out why and then make them involve in the process.

• **Expectations** • What do we expect from members? What is expected of me individually? What do I expect of myself? What do I expect of the group?

Have fun and eat some pizza. Learn from each other.

Be creative. A great teamwork.

Practice git and teamwork.