**Team Standards**

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| Standard | How Standard Will Be Achieved |
| Meetings | Meet as a full group at least once a week in order to ensure high levels of communication. |
| Timely Communication | Group members will make a genuine effort to respond to their fellow group members’ texts/discord messages/etc. in a timely manner. |
| Attendance | Attendance is highly encouraged, but not mandatory. Group members are very strongly encouraged not to abuse this privilege. |
| Debriefing | Team members will communicate openly with the group regarding the project and/or work affecting the other group members. |
| Drive Etiquette | Team members will upload the most up-to-date versions of their files to the team Google Drive. |
| Preparedness | Team members will strive to have a baseline knowledge of meeting topics beforehand. |
| Quality Assurance | Team members will put forth and maintain effort to turn in work of high quality. |
| Team Environment | Team members will solely put forth criticism that is constructive in nature. |
| Charger Etiquette | Laptop chargers are mandatory for every lecture and team meeting. |
| Honesty | Any struggles encountered regarding the project must be discussed openly with the group. |