

# Teamwork and Rules

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- 7 Habits of Highly Effective People
  - Be Proactive
  - Start with the end in mind
  - Put first things first
  - Think win/win
  - Seek first to understand, then to be understood
  - Synergize
  - Sharpen the Saw
- Why Teamwork?
  - Common Goals
  - Equitable Loads
  - Mutual Accountability
- Team-forming
  - Team Rules
    - \* Understand beliefs and expectations
    - \* Define the specifics, but flexible
    - \* Don't allow people to smooth it over or avoid the issue
  - Choosing a leader
    - \* Rotate leaders during design phases
    - \* This will be explicit in project 2
  - Making decisions
    - \* What to do when you disagree