

Dylan Ferreira - My partner isn't here

- *Decisions* (How will they be made? Majority, consensus, other?)

I think decisions should be consensus meaning both people within the partnership have to agree.

- *Attendance* (What are your expectations for the frequency and type of attendance?; What are legitimate reasons for missing? What do missing members have to do to make up for missed meetings)

I think that we should try to meet as best as we can, I think legitimate reasoning for missing time is being sick. I don't think there should be a "punishment" if they have a viable reason/excuse for missing time.

- *Assignments* (How will assignments be made? How will the group deal with members who do not complete (or poorly complete assignments?)

I think that we should both give our best efforts to the assignment, if they do not then it should be made known to the professor.

- *Participation* (How will you communicate and share information; How will you ensure full participation of everyone? How will you honor member strengths and interests)?

We should both communicate to the best of our abilities about the assignment, and both commit to fully participating. We should also take into account our strengths in certain areas.

- *Meeting Times and Locations/Mediums* (How will you decide on locations and times that suit all members)?

We should both agree on certain times or dates to meet, to work on the assignment. They should be mutually agreed on.

- *Agenda and Minutes /Notes* (Who will take them how will they be shared?)

This should be agreed on.

- *Promptness* (What do you expect and how will you handle lateness?)

I think we should handle lateness with understanding and perspective from the other person.

- *Conversational Courtesies* (How will the team encourage and reinforce active listening, sharing of the airtime, tangents, respectful dialogue, etc )

I think we should both agree on sharing of information and being completely open to ideas and any sort of information.

- *Enforcement/ Feedback* (How will the team enforce its own rules? How do individuals prefer to give and receive feedback?)

I think we should refer to each other to give feedback or receive feedback.