

**Commitments we made together as a team:**

As a project team, we pledge to only take on tasks that we are capable of finishing, to be open and direct about the plans, schedule, personnel, and finances, to be proactive in anticipating and averting problems, to keep all team members informed, to prioritise the project's success overall, and to see it through to the end.

**Guidelines for team gatherings**

1. Participation: We will uphold confidentiality, encourage truthfulness and openness, value a range of viewpoints, give everyone an equal opportunity to contribute, be receptive to fresh ideas, and concentrate on streamlining procedures rather than placing blame for problems when they arise.

2. Making decisions: We will make an effort to base our choices on data whenever possible, obtain the information we need, talk about the factors (cost, time, and impact) that should be taken into consideration when choosing an option, take into account different interpretations of the data, get feedback from the entire team before making a decision, address any concerns that arise within the team during meetings or one-on-one rather than inappropriately bringing them up with outsiders, and ensure that every team member is on board before the decision is made.

3. Communication: We will make an effort to understand before we are heard, to speak clearly and succinctly, to actively listen, to stay on topic, and to use visual aids to facilitate the discourse.

4. Solving Problems: We want to encourage everyone to participate actively, and we accept all ideas without passing judgement. Together, with all of our expertise and experience, we will endeavour to find answers. We shall use data to guide our problem-solving whenever feasible. Remembering that problem-solving is a creative process that can result in fresh perspectives and insights is crucial.

5. Procedures for Meetings: All meetings shall begin and conclude at the appointed hour. Attendees ought to arrive at the meeting prepared. Topics for the following meeting will be discussed at the end of each one. Any subjects that come up outside of the discussion should be put in an idea bank. The list of things to take care of will be updated if there are any outstanding problems. If an individual is unable to attend, they ought to send a delegate who possesses the power to make choices. Members should take turns doing different tasks during the meetings.

6. Handling a disagreement: We will view conflict as an opportunity to grow and make an effort to understand each person's needs and aspirations before coming up with answers or solutions. We will determine the best time and place to review and assess the disagreement. We are going to be receptive to hearing different points of view. We will take care to confirm that we comprehend what the other person has said and acknowledge any important points they may have raised. We shall politely and non-confrontationally voice our own opinions and interests. Lastly, in an effort to reach a consensus, we shall try to comprehend one another.