**Established Norms**

**Team – 14**

**Norms for Meeting:**

* Everyone has to attend meeting compulsorily unless some medical or family emergency.
* Everyone must be on time in meeting.
* The tentative time and date for next meeting should be decided in meeting.
* If someone is not going to attend meeting he/she should inform 2 hours before meeting.
* In every meeting all the members must tell the group about progress in the assigned work.
* At end of the meeting we decide the agenda for the next meeting. So that in next meeting everyone should come up with something.
* If some member is not able to attend meeting then he/she is expected to read the Minutes of Meeting and clarify any doubts regarding his/her assigned work.
* Meeting should be conducted as frequently as possible, if only to check on each individual’s progress and also it should be conducted preferably when mentor is available.
* As the project proceeds, the meeting should be divided into sub-groups as per the task assigned.

**Norms for Team members:**

* Every member will be assigned a particular task and he/she needs to complete it within deadline.
* Every group member must take part in discussion.
* If some member is not able to complete the assign work then he should seek help from other group members.
* Every member must take notes of every meeting.
* Every task should be divided according to member’s expertise, so that he/she is able to complete the task but at the same time push his/her boundaries.
* Every member must devote adequate amount of time for the project. No member should give any reason for not completing the task.
* Every task should be assigned by group leader after collaborating and discussing with the entire group. He should see the progress of everyone’s task.

**If norms are not followed:**

* If someone does not attend 2 to 3 meeting in a week then members will inform the mentor and impose a more difficult task on him/her.
* If someone does not complete work within deadline he/she will treat the whole group and complete the work in the meeting.
* If someone is late in the meeting then he/she will have to take notes in class for whole group.
* 0 to 5 minutes no punishment
* 5 to 10 minutes He/she will have to take notes of 1 lecture.
* 10 to 15 minutes He/she will have to take notes of 2 lectures.
* More than 15 minutes He/she will have to take notes of 3 lectures.

**Approach to Project:**

* Every task should be assigned according to area of expertise of group member.
* As project proceeds, the meeting can be done by sub-groups according to work assigned to them.
* Whatever technical requirements are necessary for project should be learned by all group members.
* Whatever progress is made should be conveyed to all group members.

**Communication:**

* **Whatsapp:**

Whatsapp is used for general purpose communication. Every detail for the meeting should be mentioned in the Whatsapp group. What we are going to discuss should also be mentioned in the group. Every member should actively take part in the conversation.

* **Google Drive:**

Google drive should be used for document sharing among group members. All group members can update the documents in the drive. The assigned work should be uploaded by group members in the Drive.