**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 time 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 member must tell the group about progress in the assigned work.
* In end of the meeting we decide what we are going to do in next meeting. So that in next meeting everyone should come up with some preparation for a productive discussion.
* If some member is not able to attend meeting then other group members should inform him what the group discussed in meeting.
* Meeting should be conducted on a frequent basis and also it should be conducted when mentor is available.
* As work proceeds, the group 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 within the given deadline.
* Every group member must take part in discussion.
* If some member is not able to complete the assigned 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.
* Every member must provide ample amount of time for the project. No member should give any reason for not completing the task.
* All tasks will be assigned by group leader. 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 to mentor.
* If someone does not complete work within deadline he/she will give treat to 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 assign to them.
* Whatever language is required for project should be learn by all group member.
* Whatever progress is made should be updated to all group members.

**Communication:**

* **Whatsapp:**

Whatsapp is used for general purpose communication. Every detail for the meeting should be mention in whatsapp group. What we are going to discuss should also be mention 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 drive.