**Team Name: Priceless Brains**

Brain Members:

Carla Figueroa

Charles Lundin

Scott Mullinix

Sophia Neumann

Yengkong Sayaovong

Team Norms and Expectations of said “Brains” –

• Quality of Work – All work shall be in line with ASU academic integrity policies when submitted to team members for review, and subsequently for final submission. Team members should make it a goal to finish their portion of the team project 3 days before the due date to give enough time to review and make any necessary corrections to accommodate the team. All team members will communicate regarding any work flagged as “low-quality” and it will be a team decision on whether someone’s work is up to standard. Team members will review peer submissions within 24 hours to allow edits before the final submission compilation. Team members will not wait to start work until the due date. If they are unable to get a good start ahead of time, communicate with the team.

• Team Roles – Outside of individual participation, any team roles or tasks that are required for team success but reliant on one individual will be discussed, and team members should volunteer to help instead of all tasks being delegated by someone to everyone. There should be clear communication regarding what you have accomplished or need to still do for the team. For example, it will be clearly communicated what team member is submitting the team project, and if they are unable to fulfill their duties, they will speak up ASAP and it will be clearly communicated who is stepping in to cover for them.

•Communication Expectations – Team members should make every effort to check discord daily during weekdays. Members should check more often if the team is asynchronously working on a team project or nearing submission of a team project. Weekend communication will not be necessary unless it is discussed by the team during the week that it is needed for a weekend.

• Life Happens - If personal life things come up and you need to delay something, make the team aware ASAP through the discord chat. Do not “ghost” the team; work with them to create a plan to make up for your temporary lack of participation. If possible, give an estimated date you can be up to speed again.

• Team Conflicts – If any conflict should arise, team members should keep open and understanding minds. Talk through issues and try to see the other person's point of view. Work to gain an understanding or make a compromise if need be. Listen to your teammate’s thoughts; for example, if everyone is saying you are being irrational, have humility and take that into consideration. Any disagreements on design, build, or execution, that are at an impasse should be put to a vote within the group.

• Judgment-free Team / Do Your Best - Fully utilize your time to accomplish your best; do not put in a partial effort. If you are having a hard time creating “high-quality” work, do not be afraid of asking the team any questions or for help. If you are unsure of your abilities to do something, speak up about it and let the team know so they can offer assistance. Not everyone is good at the same things, so if a team member speaks up about something that is hard for them, do not judge them for their lack of abilities in that area.

• Hold Teammates Accountable – If someone sees an area that a team member is lacking in, kindly and respectfully call them out; constructive criticism is a good thing. Vice versa, if you get called out, do not get defensive. See it as an opportunity to grow and become better. Your work affects the team so do not let pride get in the way of team success. Your participation matters. The team should not have to pick up your slack.

• Violation of team norms will result in lower peer evaluation scores, and an unexcused or extreme lack of participation in the team project may result in your name being excluded from team projects.