1. Turn up to group meetings
   1. If you cannot attend or will be late give notice at least a day before
   2. Show punctuality
2. Put in sufficient effort into all assigned tasks
3. Show respect to all group members
   1. Don't interrupt other group members
   2. Disagree with other group members respectfully
   3. Show open-mindedness to new ideas
   4. Provide help to group members who need it
   5. Be mindful of group members circumstances
   6. Give new voices a chance and do not let one person dominate the discussion
4. Come prepared to all group/client meetings
   1. Meet your responsibilities
   2. Show professionalism
5. Work ethically
   1. No cheating
   2. No plagiarism
6. Stay active within the group
   1. Keep group members up to date with progress
   2. Consult group members if you are unsure of a task
7. Stay focused throughout the project
   1. Speak/write concisely
   2. Abstain from unnecessary breaks
8. Maintain client confidentiality