1. Turn up at agreed time to group meetings
   1. If you can't attend give notice at least a day before
   2. Be punctual
2. Put in sufficient effort into all group tasks
3. Show respect to all group members
   1. Don't interrupt other group members
   2. Disagree with other group members respectfully
   3. Open minded to new ideas
4. Come prepared to all group/client meetings
   1. Meet your responsibilities
   2. Show professionalism
   3. Make sure you consult group members if you are unsure of a task
5. Give new voice a chance and don't let one person dominate the discussion
6. Work ethically
   1. No cheating
   2. No plagiarism
      1. References
7. Stay active within the group
   1. Keep group members up to date with progress
8. Stay focused throughout the project
   1. Speak/write concisely
   2. Don't take unnecessary breaks
9. Maintain confidentiality
10. Show empathy
    1. Provide help to group members who need it