**OUR TEAM’S RULES**

**Team name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Member names** | **e-mails** | **Role in the team: what is each person's main responsibility?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Means of communication: How are the team members going to communicate to coordinate their activities?**

**Means to share files: How are your team members going to exchange materials for the final paper as well as drafts for the final paper?**

**Location of meeting:**

**Times and frequency of meetings:**

**Decision rule: How are the team members going to make decisions (i.e. consensus, majority any other)**

**Participation: How are you going to ensure that everybody contributes during meeting and in the work to be done? How are you going to try to prevent one member from dominating?**

**Deadlines and timeliness to meetings: How is your team going to ensure that everybody is on time for meeting and with work deadlines?**

**Conflicts: If your teams faces a conflict how are you going to resolve it?**

**Enjoyment: How are you going to ensure that the work is fun and enjoyable?**

**Other rules to ensure success:**