❏ **Define the team's shared purpose and goal**
What does success look like?
What are we hoping to gain from this experience?
What is the goal that we will all own collectively together?

❏ **Identify project tasks and assign roles**
What are the key deliverables as defined by faculty?
What are the key tasks that need to be accomplished?
What is a reasonable time line to complete these tasks?
Who will take ownership for each task?
      Is this a strength, area of expertise or development opportunity for this team member?
      What do I do when I need help or assistance?
      What do I do if I fall behind in completing a task?

❏ **Create the team's operating norms - expectations for working together**

Core Values
      What behaviors do we need to demonstrate to be a successful team?
      What are the behaviors we cannot live without?

Meeting Norms
      How often will we meet as a team outside of class?
      What is the best time to meet? What time-zones are represented in the team?
            How can we rotate meeting times to be respectful of different time zones within the team?
      What meeting software will we use? Is any training required? Who can help?
      Who will lead the meeting? Do we want to rotate roles?
            What needs to be included on the meeting agenda?
            When should it be distributed?
            What do team members need to do to prepare for the meeting?
      Who will capture action items and key decisions made in the meeting?
            When do these documents need to be distributed?
      What behaviors do we need from one another to keep our meetings productive and engaged?
            Is everyone expected to use a camera?
            How will we maintain focus and eliminate distractions?

Communication and Technology
      What is the best way to communicate with one another outside of our team meetings?

What are our expectations around different communication technologies?

Email - What is an appropriate response time?

When is email not an appropriate form of communication?

When is "cc" appropriate? When is it not?

Will we use a subject line word to help sort and prioritize emails?

"Action Required" "FYI" "Need Help"

Voice Mail - What should be included?

Audio/Video Conferencing - What software will be used? Is training required?

Who can help with technology issues?

What is the back-up plan if technology fails?

When should members start logging onto the meeting?

What are the expectations around using software features? (Polling, chat, raising hand, whiteboards, etc.)

Document Sharing - How will we share documents? Google drive?

How will we keep changes visible for all members to see?

How will we ensure we are working on the latest version?

Conflict Resolution

How does each team member naturally respond in a conflict situation?

Competing, Accommodating, Avoiding, Compromising, Collaborating

What productive behaviors does each member bring to team conflict?

What destructive behaviors does each member bring to a team conflict? How can we minimize these behaviors?

How will we interact with one another to create an environment where all team members opinions are heard, considered and understood?

What will we do if two team members are not working together well?

What if the entire team is frustrated with the performance of one team member?

What is acceptable behavior? What is not?

Decision Making

How will we ensure that all members buy-in to a team decision?

How do we test for commitment virtually? Polling? Chat?

Will we utilize voting in our team? If yes, when?

What decisions require consensus?

How do we ensure we are making the best decision possible for our team?

What will we do when someone refuses to support a team decision?

Stress Management

How will we handle disappointment and setbacks within the team?

How can we learn from mistakes?

How do we prevent blame and excuses from negatively impacting our team?

What will we do to respond appropriately when stress levels are high?

How will we keep a positive, can-do environment for our team?

What are the behaviors that generate positive emotions? Negative?

❏ **Develop a team score card**
How will we track critical tasks and assignments?
How will we keep project progress visible to each member of the team?
How will we provide feedback on what is going well? Not so well?
To individual team members? To the team as a whole?
How will we measure how effectively we are working together as a team?
How often will we check in on our team's performance?