Team XXXXX

Mission/Goals/Norms

## Team Mission & Goals:

* **Mission:** What is our agreed to overall purpose or vision?

### Team Goals

* + What are the 3-4 goals we, as a team, would like to achieve as part of this project/program?

## Team Norms:

### Team meetings

* How often will we meet?
* What are the expectations of our team meetings? What will ‘being prepared’ look like?
* What if you cannot make a meeting? How will you notify the other team member(s)?
* What if meetings and and/or deadlines are not adhered to by each team member?

### Team participation

* How/Who will we set the agenda for our meetings so each knows what to come prepared to speak to?
* How will we communicate between class & meetings? Phone/text/other?
* How quickly should we expect responses from each other? (ie: within 24 hours, etc.)

### Work assignment

* What best practices will we use for project management?
  + Scoping of the project
  + Dividing up the work
  + Developing timelines/deliverables
  + Agreed to expectations of quality
* How will we constantly improve our outputs? Will we engage in an ‘Action-Learning Debrief’ along the way?

### Problem solving

* How will we ensure that each team member will have equal chance to speak up and discuss the problem or situation?
* How will we resolve conflict/disagreements?
* How long will we deliberate on any one topic?

### Roles/Expertise

* What are the strengths/skills on our team?
* How will we leverage these?

### Client and/or Professor Communication and Evaluation

* Who is responsible for contacting the Professor for any assignment questions or clarifications?
* Who is responsible for what as it relates to client communication?

### Interpersonal behavior

* How will we avoid distracting behaviors?
* What about confidentiality?
* What will ‘professional, respectful behavior’ look like?
* How will we discuss disagreements/issues?
* How and how often will feedback be given?
* How might we use the resources of our Team Coach?