

## **Team 3 Expectations and Conflict Resolution Guidelines**

### **Introduction**

This document outlines the expectations for team members and provides guidance on addressing situations where group rules are not being followed. The purpose is to ensure a positive team culture, and maintain open lines of communication.

### **Team Expectations**

As members of this team, we are expected to:

#### *2.1. Communicate openly and respectfully:*

Share information, ideas, and concerns with team members and actively listen to others' perspectives.

#### *2.2. Collaborate effectively:*

Work together to achieve common goals, share responsibilities, and support one another in completing tasks.

#### *2.3. Be accountable:*

Take ownership of your responsibilities and deliver on your commitments. Acknowledge any mistakes and learn from them.

#### *2.4. Demonstrate professionalism:*

Treat everyone with respect and maintain a high level of integrity and ethical behavior in all interactions.

### **Addressing Situations Where Group Rules Are Not Being Followed**

#### *3.1. Open dialogue:*

If you observe a team member not following the group rules, initiate a conversation with them. Approach the situation with empathy and understanding, and try to understand their perspective.

#### *3.2. Escalation:*

If the issue persists or the team member is unwilling to address their behavior, escalate the matter to a team leader or TA. Provide specific examples of the problematic behavior and any steps you have taken to address it.

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