**Expectations:**

* Ask for help if needed
* Be respectful of your team members
* Give constructive criticism
  + Maintain high standards of work
  + Don't make it personal
* Maintain secrecy
* Maintain professionalism
* Show up prepared
  + New ideas
  + Notebook
  + Pencil/pen
  + Research
* Use professional language in all correspondence

**Norms:**

* Be to the meetings on time
  + Be no more than 5 minutes late
* Check email twice a day
  + Respond to all emails within 3 hours of viewing
* Complete tasks/assignments on time
* Keep design notebook up-to-date
  + 10 hours of documented work a week
* Presence required at meetings
  + Email detailing work for that week required
  + Permission of two team members for absence

**Corrective Actions:**

* Policy violations will result in fitness fines
* First Offense: 30 minutes of exercise administered by another team member.
* Second Offense: 1 hour of exercise administered by another team member
* Third Offense: 1.5 hours of exercise and written warning
* Fourth Offense: Faculty notification