**Code of Conduct** (base this on PMI’s code of conduct- Responsibility, Respect, Fairness, and Trust)

<https://www.pmi.org/-/media/pmi/documents/public/pdf/ethics/pmi-code-of-ethics.pdf?rev=6af21906e5934b638ceeabeb4137f41d&sc_lang_temp=en>

As a project team, we will: (code of conduct- identify one only for each)

1.. Work proactively, anticipating potential problems and working to prevent them

2. Keep other team members informed of information related to the project

3. Focus on what is best for the whole project team

4. See the team project through to completion

**Participation**

We will:

1. Be honest and open during all project activities

2. Encourage diversity in teamwork

3. Provide the opportunity for equal participation

4. Be open to new approaches and consider new ideas

5. Have one discussion at a time

6. Let the team know well in advance if a team member has to miss a meeting or may

have trouble meeting a deadline for a given task

**Communication**

We will:

1. Decide as a team on the best way to communicate various information

2. Focus on solving problems, not blaming people

3. Present ideas clearly and concisely

4. Meet and communicate frequently to discuss project progress

5. Arrange additional meetings as needed

6. Keep discussions on track

7. Honor meeting timeframes

8. Read communications (emails, meeting minutes, action items, etc.) from each other

9. Respond to each other in a timely manner (

i.e., within 24 hours)

**Problem Solving**

We will:

1. Encourage everyone to participate in solving problems

2. Only use constructive criticism

3. Strive to build on each other’s ideas

4. Hold each other accountable for meeting the aforementioned standards

**Consequences for behaviour impacting Team performance**

**1.**

**2.**

**3.**

**4.**