Team 16

Members: Gunnar Forcier, Logan Ader, Brady Sommers, Colleen Hoyt

Ground Rules:

1. **Technology on task** – If working on a computer or phone we should be focused on the meeting objective.

* Consequence: Not being present on the meeting leads to falling behind the group and time being spent recovering information.
* Mitigation: when meeting be sure your main device only has things relevant to the meeting open and you are in a space where you can focus on the task at hand.

2. **Punctuality** – Be on time for meetings or communicate beforehand if you’re unable to attend.

* Consequence: Meetings will start on time with the people present.
* Mitigation: Communicate with members if you will be running late. Life is busy and we will be hopefully scheduling meetings at times that work for everyone.

3. **Be open to new ideas** – Take suggestions from everybody and have open mind.

* Consequences: Individuals who create a closed environment, continuously shut down others, or are just rude will be asked to leave the group.
* Mitigation: Everyone will have a chance to share ideas with plenty of time during and in between meetings to share them with the group.

4. **Come prepared to meetings** - If you're assigned to do something make sure it's completed by meeting time.

* Consequences: Having work done ahead of time ensures that this group gets the best possible grade we can. Something we all want.
* Mitigation: Workload will be split up evenly amongst all members to ensure work is done timely.

5. **Create a timeline and stick to it** – Staying on schedule in and outside of meetings with tasks/objectives.

* Consequences: Time management will be crucial for this class and our projects. getting distracted or off schedule puts stress on everybody.
* Mitigation: Daily check-ins may be a good way to ensure everyone knows what they need to be doing and where everyone else is at with their portion.

6. **Address others respectfully** – Ask for pronouns, and what people would prefer to be called.

* Consequences: Calling people by their correct name and pronoun ensures a group of people that get along and can work better together.
* Mitigation: We can all reintroduce ourselves. Maybe have a meeting that's simply a hang out.

7. **Camera or audio on during virtual meetings** – Just to ensure that everyone is on task and participating. Also creating better connections with each other. If a group member does not use video, the use of audio is an acceptable form of participation.

* Consequences: Everyone seeing or hearing each other ensures everyone stays focused and on task. If I can see you and you can see me, we are both more likely to stay on task.
* Mitigation: Keep cameras or mic's on or even meet in person.

8. **Address any concerns to the whole group** - Ensures that problems are made aware to everyone.

* Consequences: Not disclosing to the whole group can create situations where we have disagreements that can’t be fixes or people going in two different directions not realizing it.
* Mitigation: Try to keep all communication in a setting that we are all apart of and don't be afraid to bring up any concerns or issues to the whole group.