**Real-World Project Team Rules**

**As a group member in Real-World Projects, I agree to the following team rules which form the foundation of successful project management:**

* Attend all meetings and work sessions with my group, and sponsor, both in and out of class. Be on time for meetings, planning sessions, and our project event. In the event I am unable to attend a meeting, planning session, or project event, I will notify my project team members, CEO (instructor), and/or sponsor well in advance of the scheduled time.
* Each team member will be given an opportunity to contribute ideas, thoughts, and actions during meetings. Communicate clearly and timely with my group.
* Show respect to all team members. The input of each individual is of equal value in the operation of a project management team.
* Team members must grow together in project management knowledge. No team member will be left behind in understanding the process of project management.
* Teams function on the basis of “we” not “me.”
* Team decisions must reflect a consensus.
* All members follow through with agreed upon project.
* Recognize that if I am not doing my part, the group can request a meeting with the CEO (instructor) and me to discuss performance issues.
* Complete an honest evaluation of myself and of my group members after our event takes place.

**Voting a Member Out of the Group:**

* No member of a team may be voted out of the group after week 10 of the course (unless there are EXTREME circumstances).
* Prior to voting the group member out, the team must confront the individual in a constructive way in efforts to improve the situation (i.e. discuss, develop action plans, document). The group must give ample time and reasonable expectations to individual such that they can improve their standing (i.e. no vague action and success plans, min of 1-2 weeks to improve, etc.).
* The group must come to consensus on existing problems based on the criteria listed above prior to involving the instructor.
* If after the initial group confrontation no documented progress is made by the confronted individual, all communication and documentation must be sent to the instructor (pre and post group lead confrontation).
* The group will then set up a meeting with the instructor and the group member.
* The instructor will facilitate the meeting.
* A decision will be made by the instructor with input from the group members on the members’ status after discussion takes place.
* Any member of a group that has been officially dropped by their respective group will work with the instructor to formulate a plan for an alternative assignment or action. This may include receiving an “F” for the group project, reassignment to a new group, carrying out an alternative assignment at a lower point value, or receiving other consequences based on the instructor’s discretion.

Student Name (Print): Gunnar Forcier Signature: Gunnar W. Forcier Date: 09/23/2022