

Commitments we took as team members.

As a project team, we will commit to only taking on tasks that we have the capability and skills to complete, be honest and straightforward when it comes to the plans, timeline, staff, and budget, be proactive in trying to foresee and avoid difficulties, keep all team members in the loop, prioritize the overall success of the project, and follow through to the end.

Rules for team meetings

1.Participation: At our meetings, we will maintain confidentiality, promote honesty and transparency, value diverse perspectives, provide equal chances for input, be open to new ideas, and focus on how to improve processes instead of blaming people when issues occur.

2.Communication: We will strive to comprehend before being heard, be concise and precise, actively listen, remain focused on the topic at hand, and utilize visuals to help with the conversation.

3.Problem Solving: We aim to stimulate active participation from all members, welcoming any and all suggestions without judgement. We will work together, leveraging our collective knowledge and wisdom to come up with solutions. Whenever possible, we will use data to inform our problem-solving. It is important to keep in mind that problem-solving is a creative process that can lead to new ideas and new understandings.

4.Decision making: We will strive to base our decisions on data when possible, source the necessary information, discuss the criteria such as cost, time, and impact for selecting an option, consider varied interpretations of data, get input from the whole team prior to making a decision, address any concerns within the team during team meetings or individually instead of airing them to outsiders in an inappropriate manner, and make sure all team members are in agreement with the decision before it's finalized.

5.Handling a conflict: We will approach conflict as a chance to develop and strive to grasp the hopes and needs of each individual beforehand when figuring out answers or solutions. We will pick the appropriate moment and setting to go over and inspect the conflict. We will listen to other perspectives with an open mind. We will make sure to verify our understanding of what the other person has said and recognize any valid points they have made. We will express our own views and interests in a respectful and non-confrontational way. Lastly, we will attempt to find a mutual understanding in order to come to an agreement.

6.Meeting Procedures: Meetings will start and end at the designated time. Everyone attending should come ready for the meeting. At the close of each meeting, topics for the next one will be discussed. An idea bank should be used to store any topics that arise that are not part of the discussion. If there are any unresolved issues, they will be added to the list of matters to address. If someone is not able to make it, they should send a representative with the authority to make decisions. Duties for the meetings should be rotated among the members.