

# Values

- RESPECT
- OPEN-MINDEDNESS
- COLLABORATION
- ACCOUNTABILITY
- CONTINUOUS LEARNING

# Fun Events:

- MONTHLY TEAM BUILDING ACTIVITIES, SUCH AS TEAM LUNCHES OR OUTINGS

# Meeting Guidelines:

- SET AN AGENDA AHEAD OF TIME AND DISTRIBUTE IT TO ALL TEAM MEMBERS
- BEGIN AND END MEETINGS ON TIME
- ENCOURAGE OPEN AND CONSTRUCTIVE DISCUSSION
- ASSIGN ACTION ITEMS AND FOLLOW UP ON THEM AT THE NEXT MEETING

# Communication Guidelines:

- Speak up when you have a question or concern
- Listen actively and respectfully
- Share information and feedback openly and honestly
  - Keep each other informed about progress and challenges

# Norms:

- ATTEND ALL MEETINGS AND BE ON TIME
- COME PREPARED TO MEETINGS WITH ANY NECESSARY MATERIALS OR UPDATES
- TAKE RESPONSIBILITY FOR ASSIGNED TASKS AND DEADLINES
- RESPECT EACH OTHER’S WORK STYLE AND PREFERENCES
- TAKE BREAKS AS NEEDED TO MAINTAIN FOCUS AND ENERGY

# Decision-making Process:

- COLLABORATIVE DECISION-MAKING, WITH INPUT FROM ALL TEAM MEMBERS
- CONSIDER ALL OPTIONS AND WEIGH PROS AND CONS BEFORE MAKING A DECISION
- IDENTIFY THE PERSON RESPONSIBLE FOR IMPLEMENTING THE DECISION

# Conflict Resolution Process:

- ADDRESS CONFLICTS DIRECTLY AND RESPECTFULLY
- LISTEN ACTIVELY AND SEEK TO UNDERSTAND THE OTHER PERSON’S PERSPECTIVE
- COLLABORATE ON FINDING A SOLUTION THAT WORKS FOR ALL PARTIES INVOLVED
- INVOLVE A NEUTRAL THIRD PARTY IF NEEDED