Team Norms
BOTFL Team Guatemala

What do we value?
- Punctuality
  - Team meetings
    - We will let the team know ahead of time if we will be late or miss a team meeting
    - We will review meeting objectives briefly at the beginning of the meeting
- Communication
- Working hard and limits
  - We understand that we will all be working hard
  - We will honestly communicate our limits
  - We will be understanding when team members express their limits
- Humor
- Readings and knowledge management
  - Articles on our own: repository annotated bibliography
    - We will aim to contribute 1 article per person per week
  - Class readings:
    - We will share our class reading notes on the Google Drive with the team
- Loafing
  - We will be upfront in our communication of our ability to devote time to the team
  - We will be forthcoming in addressing loafing and borderline loafing in other team members if necessary
  - We will be open to gracefully receiving feedback as necessary
- Email communication standards
  - In general, we will "cc" everyone on the team
  - the email required your action if you are in the "to" field
    - the email is FYI and does not require your action if you are in the "cc" field