Project 2 - Group Expectations
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Environment Expectations

In order to foster and maintain a positive working environment, individual members of the group will be expected to:

- **Arrive to Meetings On-time**: Punctuality is a key indicator of respect as well as commitment to the project.

- **Exhibit Professional Behavior**: Meetings should be productive, and agendas adhered to in order to respect each other's time.

- **Provide Timely, Honest Feedback**: If there are concerns regarding workloads of the project, team members must communicate promptly so that adjustments can be made before due dates become an issue.

- **Respect for Colleagues**: Each member's perspective is valuable. Disagreements should be addressed with respect and open-mindedness.

- **Communicate Conflicts**: If a scheduling issue arises, the members shall share their impending absence with group members, so they can adjust meeting agendas accordingly.

Process Expectations

Methods of Communication

- **Microsoft Teams**: Teams will exist as the primary platform to communicate outside of meetings

- **Teams Call**: Team meetings will be held via Teams.

- **Telephone**: For urgent matters, team members will communicate their issues via text.

Scheduling Meetings

- **Availability**: Each team member will provide their availability via teams/when2meet.

- **Consensus**: Team members will agree on meeting times via teams with respect for each other's schedule.

- **Final Draft Review**: Each member should be available for a meeting in the First Week of December to review and submit the project.

Meeting Conduct

- **Agendas**: Agendas will be determined and distributed prior to meeting times. Members are expected to have reviewed the agenda prior to the meeting.

- **Time Limits**: Team members will adhere to time restrictions in order to respect each others' time. Team members are not expected to meet or remain outside scheduled meeting hours.

- **Minutes**: Discussions will be recorded and distributed for later review, if necessary.

Task Assignment

- **Clear Deadlines**: All tasks will be given a clear deadline.

- **Peer Review**: Each deliverable task will be assigned a reviewer to ensure quality.

- **Final Draft Deadline**: The final draft of the project should be ready for review no later than First Week of December.

Disagreements

- **Open Dialogue**: Encourage all parties to completely express their views.

- **Compromise**: Parties should work to find middle ground to further the project.

By following these expectations, the group ensures a positive, efficient work process in order to complete the project. Any additions to this document should be discussed via teams.