TEAM 21: GROUND RULES

#1: IMPORTANT

Check our group email at least every two days. I more prefer every day.

If you checked your email, please give an appropriate response. Sometimes, you can say “got it/ Thanks”

#2:

If you need to submit your work, please do it by 7:00 PM on Sunday. If you need more time, please send an email to group. Please document what you learn/ what you work on.

#3:

We all need to know each other work. So, please fill your weekly report by 10:00 PM, so I can send the notification email to our advisor and sponsor.

#4:

Know what you are doing, if you don’t know. Please ask other people in the group. So, we can send an email to our advisor/ sponsor.

#5:

Attend weekly meeting, if you can please notify us ahead of time. In the meeting, we will discuss what need to be done by the end of week and the responsibility.

#6:

If we have any disagreement, consider to speak up as soon as possible.

#7:

#8:

#9:

#10:

We will review all ground rules and add more if we need to. We will NOT tolerate any bad habit or behavior.

If you violate the ground rules 2 times, you will be sent an email to discuss about the issues. If you DO NOT improve and continue violating the ground rules. You will have a chance to speak up with our advisor and possible speak with Andrew Greenberg as well.

Hope you find the ground rules is not something that scary you, but it’s something that you should follow to succeed in our project.