**Team Ground Rules**

**Project:**

**Team Leader:**

**Development Manager:**

**Quality Manager:**

**Process Manager:** *Shared*

**Support Manager:** *Shared*

Behaviour and Attitude

As a team member I will:

* support the point of view of each other while respecting diversity (Mitchell 2012),
* share ideas relevant to the project,
* enhance communication and collaborate with other team members (Eisenbeiss 2008).
* welcome criticism and make constructive criticism when required,
* park ego outside,
* balance the role of leading and following,
* have empathy,
* be energetic and enthusiastic,
* promote optimism,
* and stay committed.

Responsibilities

As a team members I will:

* not disclose any confidential information with regards to the project on the social media (Nancarrow 2013),
* not put the blame of my mistake on another team member (Michaelsen 2012),
* try to be productive in team meetings by providing constructive feedback where needed (Nancarrow 2013),
* ensure that my stakeholders are made aware at least one day before when I cannot attend a meeting with regards to the chatbot project (Salas 2004),
* make sure that no unauthorized changes are made to the chatbot project (Mohamed 2004),

Resources

As a team members I will:

* make decisions for the successful completion of the project while optimizing on resources such as labor and time.
* ensure that my teammates have the resources that allows them to contribute to the project and are that they are aware of my progress on the project.

**Commitment**

**Core Team Members Signature**

|  |  |
| --- | --- |
| **Team Member Name** | **Signature** |
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|  |  |
|  |  |

**Reference list**

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