**Agreed Team Expectations!**

**On SPLITTING WORK, TIMELINES, DEADLINES:**

* Split work **CLEARLY, FAIRLY, & CONSISTENTLY**, consider member’s other commitments
* Set and **meet agreed upon deadlines and milestones**
* **Make sure your work is cohesive and flow well** with your team members’ parts
* **Put in the work, you get the credit**, don’t put in the work, you don’t get credit

**On COMMUNICATIONS, MEETINGS, ORGANIZATION, ADMINISTRATION:**

* Reply back to communications in **24 HOURS ON WEEKDAYS**
* **Attend meetings**, don’t ghost on the team, **please don’t be more than 5 minutes late, respect people’s time**
* Have an **agenda and identified action items** for each meeting
* Keep the **Google Drive organized**! Make sure **file names make sense!**
* ALWAYS ASK QUESTIONS! ESPECIALLY, **don’t be afraid to ask for help!**
* Message the team on how your work is going **even if you haven’t done anything and anticipate to do your stuff last minute, also, TO REITERATE AGAIN, DON’T BE AFRAID TO ASK FOR HELP!**
* **Send weekly reminders** in the group chat for action items

**On TEAM BONDINGS:**

* Food related, save money, cook together, hot pot
* Movie nights, board game nights

About Michelle:

* When stressed, Michelle can over-control and over-edit
* What Michelle needs from the team: Have your work be cohesive with everyone else’s

About Lea:

* What we should know: Lea can get really anxious when it comes to social interactions, and needs to psych herself up before talking to others!
* What Lea needs from the team: When stressed, Lea needs some space, down-time, and respect for her time

About Quinn:

* What we should know: This is Quinn’s first group project in University, so he will do his best overall!

About Jimmy:

* What we should know: Jimmy likes to take on a facilitator role in teams and does not mind taking initiative to facilitate reminders and action items for the team
* When Jimmy’s stressed: Jimmy gets a little quiet and often looks serious/stern, but isn’t
* What Jimmy needs from the team: be present and enjoy our time together

About Sharon:

* Sharon appreciates organization!
* When Sharon’s stressed: Sharon likes to take a minute from life and will have mini episodes of shutting down from the online world!