**TEAM OPERATING RULES**

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| **Project Name** | **Team 2 Financial** | |
| **Team Members** | **Project Manager for Week** | **Note Taker** |
| **Week 3** | Aleksey Kramer | To be assigned by the PM |
| **Week 4** | Irina Balasa | To be assigned by the PM |
| **Week 5** | Annika Noreen | To be assigned by the PM |
| **Week 6** | Diana Powell | To be assigned by the PM |
| **Week 7** | Evan Gay | To be assigned by the PM |
| **Week 8** | Jonathan Deasy | To be assigned by the PM |
| **Week 9** | Joseph Cutler | To be assigned by the PM |
| **Week 10** | Shukura Worth | To be assigned by the PM |

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| **Problem Solving** | The issue must be clearly identified and discussed in detail with the entire team or individual team member to the extent it is possible. The issue is to be solved by discussing possible solutions and alternatives to make sure the solution is feasible. Be ready to give and accept constructive criticism in polite, professional terms. |
| **Decision Making** | The PM shall consult will the entire team to the extent it is possible before any major decision is made. A ‘major’ decision can be defined as affecting the substantive content and the underlying rationale involved in the assignment. If questions arise, the major decisions are made using simple majority rule of those taking part, either in the online meeting or in the discussion forum.  Any individual decisions that potentially can affect the project must be discussed with either affected members of the team or the entire team. |
| **Conflict Resolution** | Any personal conflicts on the team shall be addressed on a peer-to-peer level where each affected individual will have the opportunity to address the conflict at hand. Respect and professionalism is required and expected of each team member. If a conflict cannot be resolved at peer-to-peer level, escalate the issue to the PM.  Any other conflicts shall be brought to the attention of the PM immediately. |
| **Consensus Building** | The team shall work for a common goal; therefore, a consensus must be reached on any decision to ensure the project is heading in the right direction. Consensus shall be built by allowing each team member to explain their stand on the decision that the team must make. The consensus is achieved by using simple majority rule. |
| **Brainstorming** | Brainstorming sessions shall be held at each phase of the project as needed. The PM shall set up meetings as necessary to accommodate the sessions. Also, a notes keeper shall be assigned to document what is discussed in the brainstorming session and to post in the team discussion board. |
| **Team Meeting** | The PM for the week shall set up the team meeting and shall assign a team member to take notes that can be posted on the discussion board after the meeting for anyone who was not able to attend the meeting. PM shall create and disseminate agendas for each team meeting. Team members may request PM for specific agenda items to be included in the meeting. |
| **Work Agreements** | Every team member is required to attend all scheduled meetings to the extent it is possible.  Every team member must meet commitments made.  Every team member shall help one another with difficult or time consuming deliverables to assist in meeting commitments made. |

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| **Updates to Documents** | This document will be revised if the PM or the project team feels that changes are needed. Any changes will be agreed upon by the whole team and documented in the version control. |

**Version Control**

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| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 10/16/2016 | Diana Powell | Original Document Created |
| 2.0 | 10/21/2016 | Aleksey Kramer | Formatting edits |
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