

Group Norms

1. We will be respectful of all team members.
2. We will make every possible effort to be present at all meetings, both physically and mentally.
3. We will start and end our meetings on time.
4. We will only use technology to enhance meeting topics and not to interrupt our thoughts.
5. We will share responsibility for tasks evenly among team members.
6. We will be considerate of others when we speak, avoiding side conversations.
7. We will table topics not on the agenda when time does not allow for adequate discussion.
8. When members miss a meeting we will share the responsibility of bringing them up to date.
9. We will each notify the team in advance of any absences.
10. We will leave titles at the door. All team members are equals.
11. We will address conflict by dealing with the issue not the person.
12. We will ask questions when in doubt.
13. We will complete our assigned tasks by our assigned deadlines.
14. We will bring instructional materials, technology, and data to each meeting.

