

## Team Ground Rules

All team members should have a copy of your ground rules. Completed ground rules are due at the second class session.

### **Team/Project Title/Sponsoring Organization:**

**Members:** List the members here with basic contact info (phone and email).

**Roles:** There are a number of specific roles that individuals play within the team. Describe here how you will manage your team. Will you have a single Team Leader for the whole project or will you rotate that responsibility? What about the Recorder (to take meeting notes)? Will the Team Leader be the primary contact for the client, or will you separate that responsibility?

**Communication:** When and where will you meet? Will you have scheduled conference calls or chat sessions (if yes, when)? How will you communicate with each other between meetings (email, cell phones, etc.)?

### **Attendance/Participation:**

- Attendance requirements - all members for all meetings?
- What procedures will you use to inform all members of activities?
- Are members expected to abide by team decisions made in their absence?
- What will you do if someone consistently doesn't attend? What if someone doesn't complete their tasks on time, or the quality of their work is not adequate?
- How will you judge "participation?"

**Team Decision Making Process:** It is important that the team decide in advance how you will make decisions. The two basic choices are to work by consensus or to use some form of voting. Every team member should have an opportunity to have a say in decisions. Describe here what method your team will generally use to make decisions. If you want to use a different method for different types of decisions, that's fine—just be sure to explain it here. HINT: make sure you know what consensus means before you decide. Look it up.

Choose whatever works best for your team (and allows everyone to participate) and the particular issue to be decided. The team must decide in advance of making a particular decision what method you will use and stick with the decision. The trust built among team members will dissolve if some members feel the decision making process is being manipulated unfairly.

**Official Record:** The team needs an official record of its activities to assure that everyone has the same understanding of what was decided and to assure that action items get followed-up. Meeting "minutes" are essential. Written records are also useful in preparing presentations and reports, and to save time if the team needs to retrace steps to eliminate a problem.

Decide what you need in your meeting minutes (who attended, where, a simple record of decisions is adequate). However, do record decisions not to do something so you won't have to remake the same decision. For controversial decisions or decisions that required a lot of discussion, it is often useful to record the reasoning behind the decision. This will help you explain the decision later if necessary and also avoid wasting time revisiting an issue simply because nobody can remember why you made the original decision. Describe what information you will keep in your official record.