Team Values and Norms

LED Lighting Technologies for a Sustainable Lighting Solution in Developing Nations
P08427

- **Professionalism**
  - All team members will act professionally in all aspects of communications/interactions (e-mails, presentations, phone conversations, etc).
  - Take ownership of what you do and say

- **Punctuality**
  - Team members will be prompt to team meetings
  - If an unexpected conflict arises, the absent member will notify at least one other member of the team
  - All members should be prepared for meetings so that they may be as streamlined and concise as possible

- **Thoroughness**
  - Each team member will complete their tasks completely so that work doesn’t have to be redone

- **Accuracy**
  - All work will be documented in a way that can easily be reviewed by the team

- **Ethics**
  - All team members give credit where credit is due

- **Cultural Consideration**
  - The cultural differences between the customers and the design team should be taken into consideration throughout the design process.

- **Communication**
  - Listen to others, don’t interrupt, be clear and descriptive

- **Collaboration**
  - Be a team player, share information and ideas
  - Provide continual & constructive feedback

- **Respect**
  - Everyone’s opinions/ideas count, everyone is equal

- **Factual Evidence**
  - Decisions should be made based on facts, not conjecture

- **Commitment**
  - All members should contribute equally to the success of the project

- **Conflict Resolution**
  - Conflict resolution will be rationally dealt with through the proper channels (individuals → team → guide → department)

- **Decision Making**
  - When possible decisions will be made by a simple consensus of the team
  - Should the team be unable to come to an agreement, the team leader will consult with the most knowledgeable parties and make an educated decision.

We, the undersigned members of Project Team P08427, have read and agreed upon above values and norms.

[Signatures]

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