Team Values

• Professionalism
  – In all aspects of communication/interactions (email, presentations, phone calls, etc.)

• Timeliness
  – Meet deadlines, Arrive on time, Communicate issues quickly, Conclude meetings on time

• Respect
  – Everyone’s opinions/ideas count, Cultural differences, everyone is equal

• Communication
  – Listen, No interrupting, Clear and Descriptive

• Factual Evidence
  – Decisions are based in facts, Consensus on group decisions

• Feedback
  – Continual feedback, Constructive feedback, Open door policy

• Ownership
  – Take ownership of what you do and say, Offer solutions with criticism

• Collaboration
  – No one man armies, Share information and knowledge

• Discussion
  – No sacred cows, Confidentiality within the group interactions

• Contribute
  – Everyone does something, Clear task expectations

• Constructive
  – Take ownership for your contributions and actions, Don’t put ideas or people down

• Ethical
  – Ensure to give credit to information sources

• Thorough
  – Complete tasks so that they do not have to be redone

• Accuracy
  – All work will be documented in a way that can be reviewed by the team