Project Commitments:

- Only commit to do work that we are qualified and capable of doing.
- Be honest and realistic in reporting the progress of the project.
- Be proactive. Volunteer to an action before the Team Leader has to solicit it.
- Notify the Guide of any change to the project plan that may affect us.
- Follow through on our individual commitments to the team and accept responsibility for our actions.
- Keep other members informed of any potential problem that may affect the team's performance.
- Focus on what is best for the project as a whole.
- See the project through the successful completion.

Team Ground Rules:

- Consider meeting discussions confidential unless indicated otherwise.
- Listen openly to other people’s points of view.
- Encourage diverse opinions.
- Allow everyone the opportunity for participation.
- Keep discussions on track.
- Avoid placing blame when things go wrong. Instead, review the process and discuss how it could be improved.
- Agree on how team members will give and receive feedback.
- Provide constructive feedback – don’t judge or label the other person but describe a specific behavior or incident.
- When you are receiving feedback: listen carefully and try to other points of view.
- When planning and solving Problems (technical and team processes): use data (when possible) or consensus. Don’t be a bully or be bullied. Understand the other person’s issue or problem.
- During Brainstorming sessions. (Brainstorming may be planned, such as Concept Development, or may be unplanned, as when trying to debug a project subsystem).
  - Encourage everyone to participate.
  - Never criticize ideas.
  - Think of ideas that are unusual or creative
  - Come up with as many ideas as possible in the time allowed.
  - Build on other team members’ ideas.
Meeting Guidelines:

**Meeting Structure**

Project meetings will be held every Wednesday at 10:00am until 12:00pm, at which time each team member will present the status of their project and discuss any issues that arise.

Meeting minutes will be uploaded within 4 days of the meeting.

Team leader will update Action Items within 4 days of the meeting.

A weekly report will be submitted to the team guide within 4 days of the meeting.

- Team Leader may facilitate meetings or delegate this role to other team members. This may offer everyone experience and give the Team Leader a stress break!
- Follow the agenda and assigned times.
- Add unresolved issues to an "issues list" at every team meeting. For each issue, assign someone to the resolve it and set a target date or completion.
- As with the facilitation role, the team may decide to rotate other meetings tasks. You may have experienced this during one of your co-op quarters.
- Propose topics or items to include on the agenda for the next meeting.
- Evaluate each Team Meeting. Did we meet our objectives? Did we follow our own guidelines? Did we follow the agenda?
- Use data and consensus-based decision making in team meetings.

Team Ethics

Realizing Justice:

Justice will be realized within the group, as a consensus. Responsibilities of each team member will be determined early on in the project so that everyone has an equal and fair share of the work. The team will work collectively on each part of the project, with one team member "specializing" in a certain part that interested him or her. If at any point a team member decides that his or her workload is too large, the team will discuss alternatives for work distribution. If a team member fails to do their share of the work, the issue will be solved within the group through discussion, evaluation, and compromise. In the case that a solution cannot be determined within the team, additional assistance will be sought from the team guide.
Realizing Responsibility:

The role of the team leader is to ensure that each team member is on track with their design. Each team member is responsible for their portion of the design, but should also seek help from other team members whenever needed. This will ensure that there is collaboration between the members on the designs and that no person feels overburdened. The team will work collectively on the project, but each team member will also "specialize" in a certain aspect of the overall design. Each "specialist" will present a quick lecture-style presentation to the team about their portion of the project to ensure that all team members are on track and understand how all parts of the design work together. Each team member is also responsible to understand all aspects of the design, so that educated debates on the designs can be conducted and promote innovation. The team leader will play the devil's advocate to promote new ideas, but everyone in the team is responsible for thinking over the situation and coming up with possible solutions.

Realizing the Value of Reasonableness:

To guarantee that each individual participates fully in group decisions, all decisions will be discussed at meetings or via email with the Team Guide to ensure fairness. The team will be considered as one entity, not as individuals, and disagreements can be evaluated without blame on single persons. In case of disagreements within the team, each member will state their case to the rest of the group. Decisions will be made that best benefit the team as a whole, with consideration of the effects on each team member. All ideas will be fairly listened to and evaluated, and each team member will respect the opinions of the others. If all four members still cannot agree, the Team Guide will be consulted.

Realizing the Value of Reasonableness:

To implement academic honesty, all research will be documented with a source citation, and plagiarism will not be tolerated. In the case of plagiarism, the team member responsible will admit responsibility and accept the resulting consequences. If dishonesty, not necessarily related to plagiarism, is detected within the group, the group will deal with the issue internally, and seek outside assistance if necessary. The work of each team member will be evaluated by the entire team so that possible problems can be caught early.