Working Together as a Team

Mahbubul (Maha) Alam  Corey Provencher
Alan Olson  Marcus Gwillim
Nicolas Bouret

1. Commitment to the Team
   - Only commit to the work that is feasible by the members of the team.
   - Accept responsibility for individual and team actions/decisions.
   - Follow through with our commitments.
   - Do not lose focus of the group.

2. Develop Team Ground Rules
   - Listen to other’s ideas and respect their opinions.
   - Be open to constructive criticism about ideas.
   - Avoid placing blame when things go wrong/under fire.
   - Allow everyone a chance to participate.
   - Strive to keep discussions relevant and on task.
   - When planning or solving problems use research and/or data to reinforce claims.

3. Meeting Guidelines
   - Project meetings will be held every Saturday.
   - Meetings will be called by Maha.
   - Agendas will be issued by Maha, but the content that goes in the agenda will be generated by the team members (sent to Maha).
   - Guide’s Status Weekly Report will be issued by Maha and kept on EDGE Team Project so team members can review and update, as needed.
   - Meetings will occur on Saturday afternoon.
   - The scribe will issue minutes within 1 days of the meeting.
   - The Team Leader will update Action Item List within 2 days of the meeting.

Mahbubul Alam  9-11-09

Corey Provencher  9-11-09