1. Punctual
   Each team member will be prompt and arrive at the team meetings on time. If an unexpected conflict comes up, the absent team member will notify at least one team-mate prior to the expected absence. An absent team-member should confirm that a team-mate has received their message (in person, voice mail, email, etc).

   Team members are expected to be attentive during all meetings. Cell phone usage should be non-existent unless an emergency arises (then let the meeting facilitator know)
2. Thorough
   Each team member will complete their tasks thoroughly and completely, so that the work does not have to be re-done by a peer on the team. If a member does not know how to complete a task, feels overwhelmed, or needs assistance then the member notifies peers, and seeks assistance either from a peer, the faculty guide, a faculty consultant, or another person.

3. Accurate
   Each team member completes their work accurately and in a way that can be easily checked for accuracy by peers and the faculty guide. All work is fully documented and easy to follow.

4. Professional and Ethical
   Each team member gives credit where credit is due. All work completed includes citations to appropriate literature, or sources of assistance. If a team member has gotten assistance from a publication or individual, then that assistance or guidance is fully documented in the reports prepared. Each team member is honest and trustworthy in their dealings with their peers, and works professionally.

5. Demonstrates the core RIT values of SPIRIT.

6. Committed
   Each team member will contribute an equal share to the success of the project.

7. Efficiency
   Team members will perform their work in an efficient manner, and if he/she finds they have too little work will help out other team members to get the job done.

8. Team member buy-in
   Buy-in is required from all members for large decisions. Team members can agree to disagree.
9. Communication

Communication will be kept open between all group members. Group members should be CC’d on important e-mail messages. Team members should check e-mail often and reply to meeting notices, e-mails, etc.
Team Values & Norms

Peer Assessment

Every team member will conduct a weekly peer assessment of their team-mates. The rubric below indicates how each team member will assess their peers. These 'Norms' reflect how each team member expects their peers to meet the team 'Values'. The entries in the table below represent a starting point, or example, typical of what other design teams have successfully employed in the past. Each team should modify or update their Norms each time the team Values are updated.

See “Team Values & Norms – Peer Assessment” rubric.

The team manager is responsible for providing feedback on the performance of all team members to the faculty guide. This information should be shared privately with the team members and with the faculty guide.