

Team Norms and Values

1. Meeting Times
 - a. Fridays: Weekly
 - b. Monday 8-10 pm: Weekly
 - c. Wednesdays 2-4 pm: If needed
 - i. Project Report Presentation
 - ii. Finish any other deliverables
2. Meeting Attendance
 - a. Friday and Monday Meetings
 - i. Attendance is mandatory. If a team member cannot make the meeting for any reason, he should notify the rest of the team ASAP and get an update later from a team member.
 - b. Wednesday meeting
 - i. All members do not necessarily have to attend, but should if possible, especially if there are outstanding deliverables. Get update from team.
3. Ethical Concerns
 - a. All work done belongs to the group and should be shared with the group.
 - b. Cite sources whenever necessary in documents and presentations
 - i. Pictures
 - ii. Information
4. Decision Making
 - a. Majority rule for major decisions
 - b. Subsystem leads get greatest influence in decisions about their subsystems.
5. Presentations
 - a. Every group member should participate equally in the presentations.