

## Team Values and Norms

1. Respect each other
2. Try to give constructive feedback
3. Be punctual to all team meetings
4. If cannot meet or running late to a meeting, notify the team with a reasonable amount of time.
5. Do not keep problems quiet, discuss them with the group.
6. Ask for help if you need it.
7. Maintain positive attitude.
8. Keep discussions on track
9. Make decisions based on team consensus.
10. Listen openly to other people's points of view.
11. Allow everyone the opportunity for participation.
12. Provide constructive feedback – don't judge or label the other person but describe a specific behavior or incident.
13. When you are receiving feedback, listen carefully.
14. When planning and solving Problems (technical and team processes): use data (when possible) or consensus. Understand the other person's issue or problem.
15. 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.