

Code of Ethics--P13045

- 1. What are your expectations for team behavior?**
 - Be respectful to all team members, mentors, and faculty
 - Be responsible for your share of work
 - Communicate with team members with progress and problems
- 2. How will you ensure balanced distribution of work?**
 - Communication with team members if it becomes overwhelming
 - Be upfront with team about work in other classes and obligations
- 3. How will you determine roles and responsibilities?**
 - Listen to the team leader
 - Determine strengths and weaknesses of each individual
- 4. How will you honor the strengths of the individuals?**
 - Utilize team members in major specific tasks
- 5. How will you interact with your guide?**
 - Professionally
 - Respectfully
 - As often as necessary
- 6. How will you communicate with each other?**
 - Verbally
 - During weekly meetings (Wednesdays from 11-12, subject to change)
 - Through email, Google docs, and edge.
- 7. How will you make decisions?**
 - Through consensus considering the advice from experts and team members
 - If no consensus can be agreed upon, majority will make the decision
- 8. What are the expectations for integrity or responsibility with assigned tasks?**
 - Team member should complete tasks to the best of their ability
 - If help is needed, team member should communicate that to the team as early as possible
 - Tasks should be completed on time
- 9. How will you manage conflicts or when these expectations are NOT met?**
 - Communicate issues as early as possible
 - Don't attack someone, just present the issues calmly.