In addition to representing the Vision, Mission, and Values of RIT, our team has determined a set of guidelines and expectations for the benefit of the project and ourselves.

Expectations For Members
All members will demonstrate professionalism, be punctual and thorough, produce accurate and repeatable work, and be able to give and receive constructive criticism. Team members are expected to contribute to the project to the best of their ability, and when possible, complete deliverables before other assignments, insofar as to avoid delaying future work dependent on current deliverables. Lastly, each member is expected to keep the class and the project fun.

Roles And Responsibilities
Roles will be implemented in the form of leads for specific areas during weekly meetings, determined based on team members' individual areas of expertise.

Balancing The Distribution Of Work
After designating leads for specific parts of the project, the list of action items will then be distributed amongst the team members. Though a lead will be primarily responsible for managing a particular aspect, other members will be asked to help as the workload shifts from one aspect to another. The project manager will ensure the equitable distribution of work amongst all members involved.

Honoring The Strength Of The Individual
Individual roles will be determined based on members' skill areas. Though all members are expected to "get their feet wet" in all aspects of the project, tasks will generally be assigned to those proficient at that type of task.

Decisions By Consensus
For major decisions, the team will try to arrive at the best possible choice by consensus. The guidance of Mr. Lux or Dr. Lamkin-Kennard may be sought if needed. It was also reasoned that if a member has an idea he thinks worthy of pursuit, he may develop it enough to explain to the team so a decision can be made.

Team Member Communication
Team communication may be accomplished by several means including face-to-face, text messages, phone calls, email, and the team Google group.   During meetings, the team will try to have each member speak before any one person has spoken on a topic more than twice, in an effort to seek input from all members.

Guide Communication
We will give Mr. Lux frequent updates in class and at weekly meetings, and seek feedback early and often.

Conflict Resolution

Should an issue arise that can't be resolved internally, guidance will be sought from Mr. Lux and from the MSD managers if appropriate.

Continual Improvement

A Meeting Activity and Decision Log Form will be completed at the end of each team meeting, and following this, things that had a good or bad effect on team communication will be discussed, as well as any ideas for improvement.