

Values and Norms

- Punctuality (if you can't be on time, communicate to everyone else)
- Roundtable Discussion: Going around the table to talk about what each person is thinking; every person to participate in the discussion
- Everyone gives deliverables on time
- Balanced workload: Make sure everyone has a fair share of work
- Communication: Don't ghost the GroupMe
- Respect: The Golden Rule

Strengths and Weaknesses

- Cat
 - Strong facilitator
 - Can sometimes over communicate
- Val
 - Being accountable
 - Loses motivation
- Pauline
 - Listening and observing
 - Speaking
- Corey
 - Can contribute to conversation; good facilitator; very hands-on
 - Organization and making sure to stay on top of deliverables
- Erin
 - Hard worker; I will get my share of the work done; Detail-oriented
 - Speaking up and being able to step back and look at the big picture

Roles

- Cat - Facilitator
- Val - Project Manager
- Pauline - Lead Communicator
- Corey - Lead Engineer & EDGE Master
- Erin - Purchasing & Manufacturing Engineer