

# MSD 19310 Team Values and Norms

## 9/11/18

### Team Norms and Values

- On-time
- Communication
- Contributes
- Professionalism
- Attitude

### Norms & Values Expectation Rubric Definition

#### 5. Exceed expectations

- Role model behavior. Completes work and more when opportunity arise

#### 4. Above expectations

- Almost Role model behavior. Completes tasks early and without much error.

#### 3. Meet expectations

- Acceptable behavior. Completes work load on-time and meeting requirements

#### 2. Almost meets expectations

- Mostly acceptable behavior but lacks some restraint. Completes work but not on-time or not all objectives are met.

#### 1. Below expectations

- Needs improvement. Completes minimal standard of work

### Norms & Values Expectation Rubric

#### On Time

- Exceed
  - Shows up 10 minutes early. Prepared to start at meeting time with completed work and discussion topics
  - If can't make it/running late to meeting/lecture lets team know ~1 day in advance if possible
  - Submits work early. Able to review work with team and guide
  - Updates Gantt Chart
- Meet
  - Shows up on time. Prepared to start with completed work.
  - If can't make it/running late contacts team ~1 hour in advance
  - Submits work on time
  - Checks Gantt Chart
- Below
  - Shows up late consistently. Not prepared to start at meeting time
  - Does not notify team when running late/can't make it
  - Submits work late consistently

- Does not use Gantt Chart

### **Communication**

- Exceed
  - Leads discussion. Keeps team on topic
  - Ensure all team members have a chance to contribute
  - Able to discuss opposing opinions. Politely challenge ideas
  - Uses Messenger
- Meet
  - Contributes fair amount during meetings.
  - Able to discuss opposing opinions. Challenges ideas
  - Checks Messenger
  - Listens to team members and guide. Listens to all other opinions and is able discuss different opinions
- Below
  - Rarely contribute during meetings. Does not keep in touch with team
  - Ignores Messenger
  - Does not let other team members give their opinions
  - Does not accept opposing opinions
  - Mutes Messenger

### **Contributes**

- Exceed
  - If cannot complete task alone immediately reach out for help from team or guide
  - Tasks are swiftly completed
  - High availability for team meetings
  - Willing to take on any obstacle
- Meet
  - If cannot complete task alone reaches out for assistance from team
  - Problem is taken care of
  - Usually available for team meetings
  - Willing to negotiate
- Below
  - Cannot complete task alone and does not seek help
  - Delays project
  - Rarely available
  - Very stubborn

### **Professionalism**

- Exceed
  - Proper behavior and focuses during team meetings and class lectures
  - Respects all team members and guide
  - Properly dressed during Design Reviews

- Professionally discusses issues to resolution
  - Promptly brings up problems and has possible solutions
- Meet
  - Proper behavior
  - Respects all team members and guide
  - Well dressed for Design Reviews
  - Brings up issues 1 on 1, group, guide
  - Raises issue willing to brainstorm solutions
- Below
  - Poor behaviour, rude
  - Does not respect team or guide
  - Poorly dressed during Design Reviews
  - Does not confront issue and problems grow to catastrophic size
  - Issue creator

### **Attitude**

- Exceed
  - Brings positive attitude
  - Does not let issues affect meetings or lecture time
  - Keep smiling
- Meet
  - Positive attitude
- Below
  - Negative attitude