***Team Norms***

Successful teams begin by establishing certain patterns and expectations, or **team norms**, which influence the way team members communicate with each other. **Team norms** can help a group achieve its goals by laying the groundwork for accountability.

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| **Team Member** | **Cell phone #** | **Noodle Tools**  **Sign-On** | **Email Address** | **Potential Availability Conflicts** |
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| **NORMS** | |
| **Logistics:**   * Where will team notes/work be stored? * When/where will we meet outside of class so that everyone can be there? * What is the expectation if we miss a meeting or class? * Will you use technology to aide in your meetings? If so, what types? (Skype, Facetime, etc.) * ADD ANY TEAM-SPECIFIC EXPECTATIONS OR AGREEMENTS |  |
| **Group Dynamics:**   * What are our expectations for participation? How will we ensure everyone participates fairly? * How do we want the group to interact? What do we want the dynamic or tone of our meetings to be like? How will we begin and end meetings? How will we behave at meetings (phones, distractions, etc.)? * What norms do we all agree to in terms of work and interaction to achieve this dynamic? (i.e. All members commit to meeting deadlines, all members agree to not delete anyone's work until the group agrees, all members commit to communicating problems IN ADVANCE of deadline, all work will be complete before a certain time, when work is done we will email each other, etc.) * How will the group resolve conflicts? What conflicts can we anticipate having and how could we prevent or minimize them? * ADD ANY TEAM-SPECIFIC EXPECTATIONS OR AGREEMENTS |  |
| **Roles:**   * What particular strengths does each member bring to the team? * What do we expect each member of the group will do? * Brainstorm and assign key roles (team director, editor, compiler, or others you deem necessary) to each member. Remember, the workload should be equally distributed. * ADD ANY TEAM-SPECIFIC EXPECTATIONS OR AGREEMENTS |  |
| **Timeline:**   * PT1—Dec. 4, 2017-Feb. 8, 2018 * IRR—Dec. 11, 207- Jan. 19, 2018 (6 weeks, including the 2-week winter break) * TMP planning—Jan. 23-Feb. 5, 2018 * TMP presentations—Feb. 6-8, 2018   **DUE DATES (non-negotiable!)**   * IRR draft— January 16, 2018 * IRR final— January 19, 2018 * TMP Script— February 6-8, 2018 (on the date of your TMP) | **DUE DATES (by team agreement)**   * Each member’s portion of the TMP done & in class for editing: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * TMP practice days: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |