

Norms of Collaboration

As a team, please formulate the guidelines that will govern how you will work together. The aim is to specify norms of “definite dos” and “definite don’ts,” not to document precisely how you will work together. Please address the following dimensions of teamwork:

	Always Do	Never Do
How will we discuss ideas and options?		
How will we make decisions?		
How will we respect each other’s time with respect to deadlines?		
How will we schedule and run our meetings?		
How will we assign responsibilities for tasks and follow through on our commitments?		
What are our expectations for meeting preparation and attendance?		
How will we communicate with each other?		
How will we transfer information?		

