

# iTeam 2007

## Team Ground Rules

### **Meetings**

- Team meetings will be held twice a week Tuesdays and Thursdays, 10:00 a.m. to noon in Commerce I, 100. Any changes to regular meeting schedule will be agreed upon by the team.
- Team will be available for additional team meetings as needed (F2F or virtual)

### Meeting Structure

- Review/approval of agenda
- Review/approval of minutes

#### **Old Business**

- Action Items
- Task Status Reports

#### **New Business**

- Announcements (if any)
- Wrap/Up, Next meeting
- Adjourn

### Attendance

- Team members and other professionals will attend team meetings
- Team members should attend all team meetings
- If unable to attend team meeting, team member must notify meeting facilitator, if unable to contact team facilitator member must notify another team member as soon as possible prior to meeting.
- Must have majority present in order to conduct team meeting. Team members can still meet unofficially (no official record of meeting, aka agenda/minutes) to work on project tasks collaboratively

### Conduct During Meetings

- Start on time
- Listen
- Avoid interruptions
- Refrain from coming and going (except for an emergency)
- Talk one at a time
- Have an agenda and stay on topic, but be flexible if needs of the team shift focus in a different direction

## Communication

### Types of Communication and how it will be used

- Instant Messaging/phone calls via Skype: for "checks and balances", clarification on items, gathering team member input on a topic (i.e. I offered to take care of a specific task and want to start a Wiki page and include these items. What else should I include?)
- Email: General questions that do not require consensus or immediate feedback (i.e. What does IEP mean?)
- Phone: When immediate feedback is needed (i.e. My thumb drive fell down the toilet ... can you bring an electronic copy of the presentation with you for today's meeting?)
- Wiki: iTeam work space for working collaboratively on tasks and documents. Wiki pages will be used for initial drafting of ideas.

### Wiki use

**General rule:** Post new contributions at TOP of Wiki page so most recent information appears first. Identify your authorship when posting new content by putting your initials at end of your post.

**Exception:** If you want to append a comment or elaborate on something in the middle of previously posted content, then distinguish that added text with different formatting and put your initials after what you've added.

**Second exception:** Violate the preceding 2 rules when following them would make no sense.

**Editing Final Drafts:** When ideas are in the final stages, a Word document will be used and posted on the Wiki. When making changes to the Word document, do the following:

- Lock the Wiki page the Word document is in by selecting the Edit option
- Open the Word document
- Select Track Changes in Word and edit the document
- Save the edited document with your initials
- Upload document to the Wiki page
- Make comments on the Wiki page about where/what you edited, if necessary

### Communications etiquette

- Communications will be returned within 24 hours unless otherwise notified (i.e. let other teammates know if you will not be able to follow the 24 hour rule - out of town, limited access to computer, etc.)
- Team members will communicate as often as needed to complete tasks/share information that impacts the project (see Communication Permissions in [9/4/07 Team Meeting Minutes](#)).

### Other

- Agree to provide constructive feedback, support when needed
- Laugh often (see Phone above)

## **Problem Solving**

- Team will strive to make final decisions in team meetings and group tasks by consensus. If consensus cannot be reached, decisions will be made by majority rule. If we do not have a majority, the person who is responsible for completing the task will make the final decision with feedback from as many team members as possible and provide justification for that decision.
- Issues or concerns will be addressed directly with each other. If the issue/concern cannot be addressed in this matter, peer mediation will be explored and the team instructor will be informed of action taken.
- Give teammates a "clean slate" each day, even if there were issues on the previous day.

## **Team Responsibilities and Performance**

- Team will measure success through achievement of action items and project goals.
- Team will monitor performance through team member reports on task status at team meetings, weekly team status reports, transparency through documentation of task completion on the Wiki.
- Team will evaluate and act on perceived team failures - discuss what went wrong, identify problem areas, establish new processes, re-visit and revise established items (norms/roles/ground rules/outcomes).
- Team progress and deliverables will be presented to the Client and Brenda via presentations, status reports as often as needed or requested.
- All client reports will be evaluated and approved by the team except communications.

## **Team Roles**

- Team roles will be determined based on team and project needs and individual preferences.
- Team roles will be evaluated monthly along with team norms and ground rules.
- Every team member has equal responsibility for the team project. Therefore, team members will try to the best of their ability to be flexible and available to help support other team members