

when you know something that may impact a task which the whole team is working on is just as bad as lying about it.

Put forth your best effort. Use your best efforts to try to prevent any disputes. It's much less likely that any disputes or problems will occur if everybody acts in the best faith of others. This means taking into consideration the other team members, perhaps before yourself, and always trying your best.

Quickly notify. If the team member has customers, shareholders, or other people expecting the fruits of the work, then we need to make sure that they are constantly informed of what's going on. All of our team members understand that it's up the utmost importance to notify as quickly as possible. Talk to the people who need to know if there are any problems that arise during a task.

Talk. Talk to your other team members, and don't keep things from them, even if you don't think that they need to know. It's always best to communicate openly with the people on your team, even if they might be more senior than you, they might seem to be more of an expert about something, or even if they seem like they know nothing about the task at hand. When you talk to your teammates, listen to their ideas. No idea is a bad idea.

Use common sense with people's privacy. Privacy is important to you and everyone else. You should try to treat other people in the same way that you would want to be treated regarding your privacy. If you have a problem with someone else, talk to them privately at a different time, not in front of the whole group. Keep people's confidential information a secret, and don't share it, let them do that themselves.

If you see something that needs to be done, do it. On this team, we are fostering a culture that doesn't know the words "it's not my job." Everything is everyone's job, and if you see something that doesn't look like the way that it should look, or a task that maybe is missing something, the best way to fix it is to jump in and take care of it yourself. Take the initiative and watch your teammates as they follow your lead.

Stay with us. This document is a commitment to stay with the project until it's done. We understand that everybody has things that they need to do, and places that they need to be, but you have been invited to this team, and we want you to be with us to see this project through.

In every meeting, we will do all of the following things:

We are going to stay engaged. This project needs you, and it needs every team member. We want you to stay engaged in every meeting. If this is the first time you're hearing it, we want you to participate, not just the most active members doing everything. We don't want there to be "the most active members." we want everyone to be the most active members.

We will handle our disagreements with respect. we will have disagreements. It's almost impossible that we will not. But we can learn to use those disagreements to construct new ideas, which drive our project forward.

Our team members may wish to keep some ideas private. Privacy is a fundamental tenant of respect, and we will not be a successful team without respecting everyone's privacy. If someone has spoken to you, and requests to keep information in confidence, keep it private. If it just seems like it might be better for this information not to be shared with the entire group, keep it private. Protect people's private information, as you would hope that somebody else would protect yours.

Everyone agrees to be honest. Without honesty, being on a team has little meaning. For all of us to function as one, we all need to be honest. We need to share the truth, the whole truth, and nothing but the truth.

A group of different people forms our team. These differences make us great, and they don't create any reason to discriminate or to treat anyone else differently because of how they are different. We treat diversity in our team as one of our real strengths. Where one person is weak, another is strong, and the whole team is even stronger.

This team is about creating opportunities. By creating opportunities, we give to our teammates. And they give it to us. We do not take, we give. When we see that another one of our teammates is enjoying the success of their labor, we embrace them, not take credit for their work. And when you enjoy the success of your labor, they will embrace you, and they will give you even more opportunities.

Our team listens more than they speak. think about it, but the other person is saying and try to internalize it. Understand what it is they're trying to tell you, and if something isn't clear, repeat it back to them and ask them if that's correct. By listening, we show respect, and we learn more as a whole.

How we talk during meetings:

When we want to share ideas with other people, we try our best to understand first the ideas of the other people on our team. Listening and understanding is the first step to being understood. When it's our turn to talk, we try our best to respect the time and intellect of our listeners. Be concise inform your argument in advance, so that it has a cohesive flow . It doesn't make sense to create an argument that nobody understands. Listen by watching the audience and understand if you need to emphasize or perhaps answer a question. In discussion with your colleagues, stay on track. We only have so much time to complete our mission, so we need to use that time to accomplish our tasks, not to get sidetracked. And when you are telling people about your ideas, use multiple different ways , don't just talk. Bring presentations , bring evidence, bring diagrams or displays, and understand that not everybody learns in the same way.

We are here in this team to solve problems. In order to solve problems we're going to need every team member , that means you. We need your participation and your help to solve the problems that ultimately will solve and complete our project. We need all ideas to come together, not just the good ideas, but all ideas. When you share your idea, others will build upon your idea, and when others share their ideas, we need you to build upon those ideas. We all agree not to breakdown others ideas , not to criticize or say why it's not possible, but to build those ideas up and find the best parts of them. By doing this we have the ability to create as a group something which we could not create as individuals.

When it comes to a fork in the road, where we need to make one decision or another , we need to make those decisions in a particular way. We need to include everybody's ideas in each decision that we make. This means that we need to collect the evidence and the information that applies to this new decision, and we need to encourage different interactions in different interpretations of this information or data. We need to actively solicit from our team members their opinions and their knowledge. Once we have input from everyone, we can discuss what needs to happen next, and finally to vote together on what action to take. If anybody has any concerns, we need to address them before making a decision, and if the concerns are private, we need to step aside and have a private discussion in order to address these concerns.

Disagreeing with your fellow team members is normal. anytime there are many ideas in one place, there are bound to be ideas which seem to contradict others. Our job, and it's a hard 1, is to find the elements of these ideas which build upon each other, not cancel each other out. If we actively look for these constructs if criticisms, we can make ideas together, which are better then the ideas of an individual. We all need to know the appropriate time and place to have a conflict. In our meetings, we will write down any disagreements in our

agendas, and make sure that we have time designated Either at the end of the meeting or in the next meeting to talk about these things. When we are talking about our conflicts, we want to be open and listen to one another. We want to repeat back our understanding of what the other party said to make sure that we are correct about our understanding. And we want to acknowledge the good ideas which we see from the other party. From this point, we have grounds to start from, to state our views and interests in a way that doesn't attack the other person. Together, we need to find common ground, to create new ideas and solve the problems that we need to solve to complete our project.

Rules for meetings

During all of our meetings, we will try our best to maintain these rules and guidelines.

Our team agrees to meet every _____ days , or on _____ of every month.

The meetings will be initiated by _____ (person or role), And the agenda to the meeting will be issued always to the rest of the team members _____ days in advance by _____ (person or role). after each meeting, there is the possibility that an evaluation of the meeting might happen. evaluations will generally be conducted for every _____ th/rd meeting. we will also designate a scribe for every meeting, and that scribe will send minutes to the rest of the team members within _____ after the meeting has completed.

Timeliness. During each meeting, we will expect every team member to be on time. Time is of the essence, and we might not be able to finish our project and the tasks that need to be done without being on time. If you or another team member that you know might be late or absent, we all agree to let each other know as soon as possible. We might be able to reschedule the meeting, or we might be able to change the topic of discussion as needed, but only if we know upfront.

Preparation. Prior to each meeting, we need each team member to prepare. The meeting is not a time to do work, but rather a time to share between others. The meetings are condensed, high concentration, high energy, and so we need to see each member doing some preparation before the meeting, respecting everyone's time, and acknowledging that we don't have unlimited time.

Agendas. During each meeting, there will be an agenda. In general, we will try our best to address each item on the agenda, and not much else. Other items may be addressed after the entire schedule has been addressed. If agenda items are not addressed in any single meeting, they will automatically be rolled over to the next meeting. If they are still relevant, any additional items that should be added to the agenda will be added either at the previous meeting or before the agenda is sent to team members.

Tabling. During meetings, it might make sense to bring up information or new ideas, but not to talk about them. We call this tabling. When we table ideas or items, it doesn't mean that they're not important, it just means that we want to talk about them but at a different time. By default, any new items which are not on the agenda will be tabled, perhaps to wind up on the next agenda, or after all of this agenda's items are addressed.

Conflicts. Issues and disputes will be added to a similar list and will be addressed in a higher priority. Part of the idea of respecting your team members is making sure that their issues are addressed in a timely manner.

