

*“Great things in business are never done by one person, they're done by a team of people” –Steve Jobs*

**Step 1: Reflection on Past Teams**

Everyone has worked in groups, often with variable levels of success. High performing teams develop trust, work for common goals, and check-in and help one another to stay ahead of problems.

Take 10 to 15 minutes to share your past experience working on teams, and document examples of what has worked well and what could be better. Focus on team process, rather than individual members.

**Past examples of effective teamwork**  
*and include why it worked*

**Past examples of ineffective teamwork**  
*what processes needed to change*

*“TEAM: Together Everyone Achieves More” –Chambless*

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*what processes needed to change*

## Step 2: Select Team Rules

Prepare a set of team rules to help your team work well together, keeping in mind past experiences with teams above. Each member agrees to be held accountable by peers for these rules so select carefully.

- If there is disagreement, discuss and then vote. A vote of most members (at least two-thirds) is needed to enact a rule.

Below are sample team rules prepared by past teams. You may check the rules that your team would like to adopt, or prepare your own set of rules.

### Communication

- Respect and value other member’s opinions and input, even if it differs from your own.
- Present yourself respectfully and professionally, especially when there is potential for conflict.
- Be willing to talk about team dynamics.
- Be truthful and share openly.
- Provide eye contact when speaking.
- Keep in touch outside of class.
- Respond to emails, texts, or calls ASAP, no later than 24 hours.

### Unity

- (*circle one*) M T W Th F is snack day and team spirit day. Bring something to share.
- Laughter and joking on a daily basis is required.
- If one member falls behind, all other members help to catch that person up.
- Whoever excels on a project gets treated to celebratory outing by the rest of the team.
- Don’t let personal relationships interfere with the team (e.g. dating, fraternity, past problems).
- Be united and supportive (in and out of class).
- Be positive when solving problems.
- Thank others for help and good work.

### Work Quality

- Develop timeline for all group projects within one week of date assigned.
- Submit all work/materials in on time. Let team know well in advance if you are falling behind.
- Be prepared: do your reading and preparation.
- Work honestly: don’t cheat, plagiarize, or expose the team to disciplinary action.
- Take on a fair share of team projects.
- Take responsibility for reading and giving feedback for the final team product before submission.
- Take responsibility for your own mistakes and take steps to resolve.
- Critique work quality, rather than the person.

### Engagement

- Be punctual: arrive on time.
- Be attentive and contribute to team discussions.
- Dress and act in a professional manner.
- Team members will rotate duties every two weeks throughout the course (presenter, writer, note taker, organizer, etc.). List roles:

### Additional Rules Developed by Team

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Attach additional team rules if more space is needed*

*“The main ingredient of stardom is the rest of the team” –John Wooden*

### Step 3: Resolution Strategies

In the event of team conflict, have a plan in place for resolving.

- If there is disagreement, discuss and then vote. A vote of most members (at least two-thirds) is needed to enact a resolution strategy.

**Team Meeting:** Any member can call a team meeting. The meeting will be held within one week. These meetings will generally be held on: (*circle one*) M T W Th F Sa Su at \_\_\_\_\_ (*time*).

**Vote:** Hear from all sides, then a team vote will resolve. Majority rules. Move on.

**Arbitrator:** For unresolvable conflicts, \_\_\_\_\_ (*name*) will resolve. Decision is final.

Arbitrator can be anyone but must agree to this role by signing here: \_\_\_\_\_

**Points:** The team may vote to exclude a member from receiving team project or team assignment credit. A two-thirds majority vote is required for each assignment. Course instructor should be notified within one week of each decision, preferable before the assignment is submitted.

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### Step 4: Agreement

By signing below, each team member agrees to the team rules and resolution strategies listed above.

- Submit the original copy to the course instructor by the announced due date, usually end of week.
- Scan, copy, or take a photo and distribute to all team members.

Print Name	Signature	Date

Team name (optional)

Team motto (optional)