

## 18.821 Team Norms

Share your team-member profiles. Then answer the questions below as a team. You will not turn this in.

1. Where will team documents be stored? (e.g., paper drafts, this form & later versions of it)
2. How will the team ensure that everyone's ideas are equally heard?
3. The team must make research progress outside of mentor meetings. To what extent will this research be done individually / collaboratively? What will be the purpose of team meetings? Where & when will they be? What preparation is expected for them?
4. How will the team remember research progress and/or decisions made in the meetings? For example, will the meeting end with an agreement of what each teammate will do (such as writing down results from the meeting)? If so, where will these agreements be recorded (so teammates can check if they forget)? Does the team want a teammate to send reminders? Who & when? Will roles rotate?
5. How much digression/distraction from the project is OK during meetings? When and how will meetings begin and end? Is eating during meetings OK? Texting/email/etc? Does the team want one person to keep the meeting focused? To ensure everyone is being heard?
6. What will happen if a teammate misses a meeting? A deadline? Submits work that doesn't meet the others' expectations? (Remember that assumptions about reasons may be wrong.)
7. Share your procrastination habits with each other (e.g., when you would start a paper due Thursday), and your relative commitment to the class, and decide how to handle any major differences.
8. All teammates must contribute roughly equally to the research. The same is true for the writing & presenting. How will the team engage both the expertise and the motivation of each teammate? (E.g., a person motivated to improve their programming could program mentored by someone more experienced, who wants less to program.)
9. How will the team enable each member to contribute their best, despite individuals' anticipated challenges this term?

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10. How/when will the team check in about how well these norms are working?