**EXERCISE #2**

**Rules of Behavior**

**Your team must meet face to face to develop your Rules of Behavior.**

**The Rules must be contained in a written document and signed by all team members. (Note: The Rules are generally written in the form of a contract)**

**The Rules must include, at a minimum, the following:**

**1. Policy re: attendance at meetings and tardiness:**

- Day and time for regular team meetings

- Expectations regarding attendance at team meetings

- Consequences for missing meetings and/or coming late

**2. Communications:**

- Method(s) team members will use to communicate with each other

- Procedures to follow in case of an emergency

- Expectations regarding time period within which team members will respond to team communications

- Etc.

**3. Handling Team Conflicts:**

- Procedure(s) that will be used to handle any conflicts

**4. Making Decisions:**

- Voting rules

**5. Team Contact Person**:

- Appoint one team member to be the person who will contact the instructor on behalf of the team

The listings above are not intended to be exhaustive with respect to the provisions that can be included in the teams Rules of Behavior. Team members are encouraged to review the textbook for guidance regarding additional provisions that might be included in the Rules. In addition research on the web would also provide additional ideas regarding provisions that may be considered for inclusion in the Rules.