Guidelines for teams:

**Have respect for each other.**
- Respect each other’s ideas
- Respect the other team’s members
- Don’t interrupt each other
- Everyone’s opinion should count
- Be honest with each other

**All team’s members should do an equal amount of work.**
- Everyone should share the responsibility of the tasks
- Don’t take over and don’t let others take over

**Your team should have a common understanding of goals that need to be achieved.**
- Help each other to understand all concepts

**Be open to compromise**.
- Be willing to cooperate with others on their ideas
- Keep an open mind
- Vote on disagreements

**Effective communication.**
- Make sure everyone is able to be vocal about their ideas and problems
- Give ideas no matter how “off” you may think they are
- Listen effectively
- Don’t be critical

**Time management**.
- Attend and arrive on time to all team meetings
- Be flexible about meeting times
- Keep on task (limit talk about non-related events)

**Be happy in the team you are in.**

[http://employees.oneonta.edu/vomsaaw/w/psy220/files/TeamWorkGuidelines.htm](http://employees.oneonta.edu/vomsaaw/w/psy220/files/GroupWorkGuidelines.htm)