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)