

OUR GROUP'S RULES

Group name: _____

Member names	e-mails	Role in the group: what is each person main responsibility?

Means of communication: How are the team members going to communicate to coordinate their activities?

Means to share files: How are your group members going to exchange materials for the final paper as well as drafts for the final paper?

Location of meeting:

Times and frequency of meetings:

Decision rule: How are the group members going to make decisions (i.e. consensus, majority any other)

Participation: How are you going to ensure that everybody contributes during meeting and in the work to be done? How are you going to try to prevent one member from dominating?

Deadlines and timeliness to meetings: How is your group going to ensure that everybody is on time for meeting and with work deadlines?

Conflicts: If your groups faces a conflict how are you going to resolve it?

Enjoyment: How are you going to ensure that the work is fun and enjoyable?

Other rules to ensure success: