

## TEAM RULES

### Communication

**Method(s):**

- Primary – e-mail.
- Secondary - Mobile phone

**Frequency of checking:**

- Minimum twice every weekday.
- Check on weekends if at home.

**Response time/ acknowledgement required:**

- Acknowledge important e-mails immediately by sending a quick reply (e.g. 'Thanks' or 'OK, will complete tonight' etc.).

### Meetings

**Times/ places for meetings:**

- Monday, Wednesday, Friday @ 9:00 am
- Date/ time of next meeting to be confirmed at end of previous meeting
- Location: Biology or Engineering library meeting rooms

**Meeting agenda:**

- To be agreed by the team, at the end of meeting (for next meeting)

**Responsibility for taking minutes:**

- On two weekly rotation (alphabetical)

**Apologies:**

- e-mail or SMS before the meeting commences.
- medical or personal trauma are acceptable excuses

**Penalty for unreasonable absence:**

- Offender to bring cakes to the next meeting.

## Leader and team responsibilities

### Leader responsibilities:

- Setup and maintain team management processes.
- Complete tasks within set deadlines.
- Listen to the team.
- Monitor team progress.
- Distribute workload as evenly as possible.
- Report to stakeholders

### Team members responsibilities:

- Listen to and advise team leader.
- Complete tasks within set deadlines.
- Point out any holes in the project management system.
- Take initiative to work on urgent tasks that other team members fail to notice.
- Update project management documents.

### Team leader:

- Looqmaan
- Karen (Deputy)

## Goals

**Grade:** 7, High Distinction

**Course Priority:** Maximum. Each team member agrees to put more time and effort to this project than to their other courses and assignments.

## Rules

### What to do about an underperforming team member:

Inform the offending team member, at the next team meeting, that their performance is not of the required standard and why. If there is no improvement then the respective academic supervisor will be informed.

### What to do about ill behaved team members:

Poor behaviour will not be accepted and the respective academic supervisor will be notified immediately.

### What to do if a team member falls ill:

Search the Gantt chart for all the tasks, for the expected duration of illness, which the ill team member needs to carry out. Split these tasks among the team members as best as possible.