

BUS 302 TEAM EXERCISE #2

ADDITIONAL RULES OF BEHAVIOR ITEMS

The following are additional items to those included in Exercise # 2 that should be covered in your team's rules of behavior contract. They are intended to make your contract with each other more effective in guiding your team's activities and facilitating the evaluations of your fellow team members after each project. While you may not want to go into too much detail in your contract, these are things you need to discuss with each other to make sure that everyone understands the team's expectations. Each of the items should be included in your contract.

1. ATTENDANCE

- Include agreement as to when you should begin gathering for a meeting, what pre-meeting socializing will occur, and specifically when the business part of the meeting will begin.
- Specify what tardy means for your team.
- Specify what communication is expected if a member knows he/she will be late.
- Specify team evaluation penalties for failure to live up to these contract provisions.

2. COMMUNICATIONS

- Specify how frequently members are expected to check voice or email for messages in addition to deadlines for responding to communications.
- Specify that nil responses are expected. For example, if a draft of a report is circulated for comments and corrections and a member has none, that member should respond that he has done the review and has no comments rather than just not responding.
- Specify team evaluation penalties for failure to live up to these contract provisions.

3. HANDLING TEAM CONFLICTS

- No additional items.

4. MAKING DECISIONS

- No additional items.

5. TEAM CONTACT PERSON

- No additional items.

6. PARTICIPATION

- Specify expectations about coming to the meeting properly prepared.
- Specify expectations about participation in discussions. For example, what if a member is too passive or too talkative? What if a member is frequently distracting by going off point or making jokes? What if a member does not contribute ideas or perspectives to help solve the problem or contribute to the quality of the team's product? What if a member is hostile, disrespectful, domineering or abusive to other members? Other concerns?
- Specify the process for setting deadlines and report back times for every task assigned by the team to one of its members.

- Specify expectations about members meeting deadlines for assigned tasks.
- Specify a process for preparing agendas, assigning meeting management responsibilities, setting length of meetings, wrapping up the meetings on time, and getting all the agenda items done.
- Specify team evaluation penalties for failure to live up to these contract provisions.

7. QUALITY OF WORK

- Specify expectations about preparing assigned work products adequately and in professional form. For example are a few hand-written notes adequate or should product be detailed in good Word or Excel form? Should members have copies already made for other members of the team? What if work product is incorrect or poor quality?
- Specify expectations about thoroughly reviewing drafts, making meaningful suggestions for corrections and improvements, and constructively contributing to the team's work products on a timely basis.
- Specify a process for finalizing the team's reports, including all attachments, and getting them printed and delivered to class on a timely basis.
- Specify team evaluation penalties for failure to live up to these contract provisions.