EXERCISE 2: RULES OF BEHAVIOR

Your team must meet face to face to develop your Rules of Behavior.

The rules must be written out and signed by all members of your team.

(Note: The Rules can be in the form of a contract)

The Rules of Behavior should cover the following:

1. Policy re: attendance at meetings and lateness:
   - What sanctions will be imposed for missing meetings and/or coming late

2. Communications:
   - How will you communicate with each other?
   - What if there is an emergency?
   - What are the team’s expectations about members communicating with each other?

3. Handling Conflicts:
   - What procedure(s) will you use to handle any conflicts?

4. Making Decisions:
   - Voting Rules

The Rules should also indicate:

- the day and time for your regular meetings
- the name of one of your members who will serve as the contact person for the entire group when you need to e-mail the faculty