Developing Team Norms

Team Norms define how we are going to work together and what we expect from one another. This is something you can establish during the kick off meeting.

Potential topics to agree upon at the start:
1) **Communication:**
   - Weekly summary project update (Responsible: Person A)
   - Team working drafts and research on agreed platform (basecamp, Monday, SharePoint)
   - Coordination by email; cc-all for transparency
   - Always respond to team member within 24 hours/1 business day
2) **Scheduling:**
   - Person A will be responsible for scheduling meetings, circulating agenda
3) **Problem solving:**
   - Weekly team problem solving, in person, Friday, 10-11
   - Additional time scheduled when needed
4) **Team behavior:**
   - No agenda, no meeting
   - Show up for team problem solving on time, and ready to go
   - No weekend communications unless emergency
5) **Team check-ins:**
   - First team problem solving of month – 15 minutes to checking on how team norms are working and what can be improved