Step 1. Individually read the Tips for Team Success

Step 2. As a team discuss and answer the following questions.

Team lab work policy questions

1. How important is it to show up for every lab? Arrive on time? Stay for the whole lab? Let the rest of the team know if you will be absent or late?
2. How important is it for every team member to participate in every lab?
3. How important is it for each team member to arrive prepared? (i.e. completed all of the reading and prework ahead of time).
4. How will we manage and rotate roles?
5. How should we make decisions? All must agree? The majority must agree? One person makes the decisions?
6. How will we deal with inevitable conflict? Avoid talking about it? Try to persuade others? Discuss it as a team? Focus on trying to identify and solve the problem?
7. Should we end each lab with assigned action items to complete before the next lab?

Step 3. Fill out the form below and have each member print their name. Your name indicates that you agree with all of the decisions made by the group.

Step 4. Turn this in to your TA

Team name ___________________________________________________

1. Briefly describe your team policy for showing up, being prepared, and participating in each lab

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

2. List who will take on each role (Team Leader, Communicator, Record Keeper, Waste Manager/Mediator) below. These roles can be rotated during the semester.

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
3. How will your team make decisions? (check the box)

Unanimous vote _____ Majority rules _____ Leader makes decisions _____ Other _____ (please describe below)

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

4. Briefly state your team policy for dealing with conflict.

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

5. Names of team members (please print). Your printed name indicates that you agree with all of the policies in this document.

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________