

**TEAM CONTRIBUTION GUIDELINES**

- Write down the names of all your teammates.**
- Identify three or more attributes** that help you and your colleagues learn from each other and work effectively as a team (samples from previous years are below).
- Be specific about these criteria;** name ones that the members of your team would feel comfortable using for your peer evaluations for this course.
- These are subject to change if the team so decides.** After the team has worked together for a while, you will be asked to review and revise the guidelines. For example, you may have included “Show respect for team members” but will have noticed after a few weeks, that different people define respect differently.

**Team names** \_\_\_\_\_

\_\_\_\_\_

**Team guidelines** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*use other side if you need more space*

**What are the consequences for you and your team members if you or they don't meet the guidelines ?**

\_\_\_\_\_

\_\_\_\_\_

**Previous teams' criteria included:**

- Listen to team members-be polite
- Be receptive to and respectful of others' thoughts/input
- Be patient with others' process and learning
- Be prepared – put in a good faith effort
- Be proactive in addressing problems
- Contribute to discussions
- Don't hide behind the laptop

