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| **The purpose of our team is to** | |
| **Group Norms**   * Start and stop on time * Active participation produces better results * Electronics by exception * One conversation at a time * Be respectful * Acknowledge what is being said * Use some tool that means   + “You’ve got the floor”   + “We’ve covered that, let’s move on”   + “We agree, let’s do it” * Complete assigned action items | **Roles and Responsibilities**   |  |  | | --- | --- | | Name | Role | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Communication Preferences** | **Team Meetings & Milestones**   |  |  | | --- | --- | | Date | Topic | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Motivational Quote:** | |