**Team Protocols**

Project Inception

1. Determine team roles.
2. Read through and discuss the project Statement of Work (SOW).
3. Complete a basic Work Breakdown Structure (WBS) on your team project timeline. What major parts need to be completed by when?
4. Assign specific parts to team members and fill out the WBS with names dates and tasks.
5. Record who is responsible for each major task on the Roles and Responsibilities sheet.

Daily

Use Team Attendance and Accountability Record sheet for the following:

* At the beginning of class—

1. Take attendance.
2. Get sit reps (situation reports) from each member, then write down what each team member’s tasks are for today. Revise WBS/Timeline as necessary.
3. Break out into work sessions.

* At the end of class—

1. Gather back into group, give individual sit reps, and
2. Fill out the Daily Team Assessment/Analysis chart for the day. Be sure to record your successes!

**Team Norms**

1. Bring your all to the team effort every day!
2. Complete your individual tasks.
3. Support each other.
4. Communicate within your team, and ONLY within your team.  
   Do NOT talk to members of any other team.