**Team Name**

**Code of conduct**

 We agree to \_\_\_\_(enter general shared norms about working together here)\_\_\_\_\_\_\_\_\_\_

**Communication**

 Each member of our team has entered their personal contact information into the shared Team Contact List file in our team folder. Each member has stated their preferred method of contact. For group meetings, we agree to use \_\_\_\_\_\_\_\_\_\_\_\_\_ and we have tested that this format works for all members of our team.

 When communicating with each other, we agree to (enter things here like listen to everyone, speak respectfully, encourage cooperation, etc.)

 If a team member knows that they will be unavailable (gone on a field trip or sick), they will let the team know as soon as possible by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Frequency of communication**

 Our team agrees to contact each at least once every \_\_\_ day(s) to check in. In addition, we will schedule a group meeting every \_\_\_\_\_\_\_\_\_. If someone is not available at the time of the meeting, we agree that it is the responsibility of the person not present to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**File management structure**

 Our team has a shared Google folder and each member of our team can edit the contents of the folder. The folder is shared with both teachers as well. We agree to upload all scanned documents, photos, shared documents, Inventor part files and assembly files and our final presentation file. Each file will be clearly named so that other members of the team recognize what it is. We understand that Inventor assembly files (.iam) are useless without the associated part files (.ipt) and all part files must be uploaded along with the assembly file.

**File revision management**

 Before any team member may modify or change a file created by someone else on the team, we agree to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Process for making design decisions**

 We will use a Decision Matrix to select the shared design that we agree to use for all our part files. The Decision Matrix will be accessible in our team folder. If we need to agree on other aspects of the project, we will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conflict resolution**

 We recognize that we should do our best to work together as a team toward a shared goal. If team members have a difference of opinion or experience conflict, we will first try to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If that does not work, we will then \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agree to keep our teachers informed, but we do not expect our teachers to solve our problems for us.

**Signatures**

* Read, understood, and agreed to by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_.
* Read, understood, and agreed to by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_.
* Read, understood, and agreed to by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_.
* Read, understood, and agreed to by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_.
* Read, understood, and agreed to by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_.
* Accepted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.