Team Ground Rules

Ground rules are established rules specifying how team members agree to behave, how team members will make decisions and resolve conflict, and how they will interact with other stakeholders.

Setting ground rules at the start of a project can improve effectiveness and make it easier to resolve future communication issues.

Purpose

- Set guidelines for team interactions
- Establish and document norms
- Describe expectations

Examples

- We will come to all team meetings on time and prepared
- If you miss a meeting, you are responsible for making up missed info
- We will agree on what info to share outside the group and how
- We will listen carefully and respectfully to each other
- Check your ego at the door
- We will seek diversity of opinions and viewpoints
- Attack the problem, not each other
- We will accomplish all assigned tasks on or (preferably) before the due date
- It's OK to disagree