**Name of team:**

**Team members:**

**Best practice of good teamwork**

Every team is unique and has to develop its own ways of cooperation. However, there are some ground rules which are needed for good teamwork. Here they are:

1. We treat each other with respect.
2. We are open in communication, share problems and challenges when they arise, ask questions when anything remains unclear.
3. During the meetings of our international team, we speak English to make sure that everyone understands, and no one feels left out.
4. All team members attend team meetings and complete their tasks on-time.

**Team rules**

To agree on your team rules, discuss the following questions:

1. When will you meet? At least once a week is recommended, but on which day and at what time?
2. What channel do you use for online meetings? What channel do you use for written communication?
3. Who will chair the meetings - to introduce the topics, to see that everybody gets to speak etc?
4. How do you make sure that everyone gets the chance to express their opinion?
5. How do you make sure that the tasks are divided and everyone knows what he/she is supposed to do?
6. How do you take decisions?
7. What else is important in cooperation and online communication for each member of your team - what are your ground rules?

* Write the rules down.
* Save them or take a photo, and name the file after your team (for example, Banana\_rules.pdf ☺)
* Upload your team rules.