

TEAM GUIDELINES

1. Choose a day and time that the Team can meet outside of class each week.
 - a. Have work ready for critique in time for the outside meeting.
 - b. Either collect the work for the presentation or suggest changes to be done by the next class.
2. Create a file share that all members can access (Dropbox, Google Doc, etc)
 - a. Establish a file system so that members can find the files that they need. Example: All Backgrounds, layouts are stored in one folder, all character rotations in another, and so on.
3. Designate someone to put the Power Point Presentation each week.
4. There needs to be a member 'In Charge', more of an organizational position than 'The Boss'.
 - a. This member makes sure every member has a job to perform and when it should be finished.
 - b. They keep track of what is done and what needs to be done.
5. The work needs to be distributed equally, but not everyone should do a background, storyboards, etc.
 - a. Everyone should work to their strengths.
 - b. If your weakness is backgrounds, let someone else do them.
6. No decisions or production changes should be made unless all members are consulted.
7. The Majority Rules. Whatever the majority of members agrees too, that is the direction the Team takes.

PROBLEM SOLVING

1. You are responsible for making your opinions known.
 - a. If there is a problem, tell the others during a Team meeting.
 - b. This includes you feeling someone is not pulling their weight.
 - c. You feel left out of important decisions.
 - d. You feel you voice is not being heard.
2. A member can be 'Fired' from the Team. Some examples a member may be fired are (but not limited to):
 - a. Not dependable.
 - b. Not finishing work.
 - c. Not correcting poor quality or mistakes.
 - d. Does not communicate or show up for Team meetings.
 - e. Doesn't Contribute or Collaborate.
 - f. Rude, argumentative or uncooperative.
3. The accused Team member must be given a chance to redeem themselves.
 - a. Example: The accused is given a specific challenge (artwork down by a certain date and of good quality)
4. Accusations must be made by week 7.
 - a. After an accusation, the accused has 2 weeks to redeem themselves.
5. The Team must be unanimous in the decision to fire.
6. The Decision to Fire must be by week 9
8. The Team may not use the member's work if they are fired.
9. A Fired member may join another Team.
 - a. A Team member may also leave the Team, but only if they secure a position in another Team.
10. If there is no other Team or no other Team wants them as a member, the member must withdraw from the class.