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| **The purpose of our team is to** |
| **Group Norms*** Start and stop on time
* Active participation produces better results
* Electronics by exception
* One conversation at a time
* Be respectful
* Acknowledge what is being said
* Use some tool that means
	+ “You’ve got the floor”
	+ “We’ve covered that, let’s move on”
	+ “We agree, let’s do it”
* Complete assigned action items
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*
 | **Roles and Responsibilities**

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| --- | --- |
| Name | Role |
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| **Communication Preferences***
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 | **Team Meetings & Milestones**

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| --- | --- |
| Date | Topic |
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| **Motivational Quote:**  |