

## Teamwork Rules for ICT Projects

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1. Everything required for a complete project **must** be submitted.
2. Each individual is responsible for the entire project being completed by the due date.
3. If an individual is not completing their allotted tasks, they must be completed by other team members and the details recorded in their journal.
4. If there is an incident where completed work is erased, lost or destroyed in some way, all team members are responsible for the work to be replaced or re-done.
5. Communication of roles and tasks between team members must be noted in all journals.
6. If a team member is having trouble with their allotted task, team members must assist or accept the consequences in the final marks.
7. All team members must remain in communication with each other throughout the duration of the project. Email allows for records to be kept of all communication.
8. If team members are absent, they are still responsible for completing their tasks.
9. If there are conflicts, these must be recorded in team members' journals and the teacher informed.
10. All team members must contribute to the completion of the project or all team members will be affected in the final results.