

**Source:**

**Five Behaviors of a Cohesive Team by Patrick Lencioni**

**Exercise: Clarification of Rules of Engagement**

Purpose of exercise: To create clarity within the team around how members will deal with one another on an ongoing basis.

Team to discuss and come to resolution around the following issues and any others the team deems important:

- The structure and schedule for meetings
- Acceptable behavior during meetings
- Preferred method for communication and norms around how to use them
  - Email
  - MS Teams – chat, channel, video
  - Slack & other PM apps – chats
  - Phone – office, mobile
- Decision making
- Timeliness of responding to one another
- Availability/expectations of team members during nonwork hours
- Use of common resources, human and otherwise
- Level of freedom in which team members can engage one another's staffs
- Extent to which being on time is a priority