

Operating Principles - 2025 - Current Version at Top

Sarah, David, & Reilly - OP Task Force

Reminder: check this document at least once a week to ensure you are following these guidelines!

Team Dynamics & Collaboration:

- Keeping an open mind - engage with other members ideas and don't put them down, listen to their ideas, and be willing to change or adapt if need be.
- Be flexible if your plans change, even slightly, and adapt accordingly
- Hold one another accountable by checking in on deadlines and expectations
- Make the group a team through getting to know one another and building trust
- Make sure you're splitting small tasks among team members (ex. sending emails)
- Ask for help if needed
- Give useful feedback to team members and be receptive to it
- Respect other team members and be willing to compromise
- When disagreements arise team members should let everyone voice their opinion, be respectful, and try to find a compromise that works for everyone. If it can't be resolved within a team then ask Dr. Hess for help.

Planning & Accountability:

- Make a timeline with deadlines, revisit when needed, and adhere to deadlines
- Delegate duties within the team
- Have large and small goals
- Be honest and open with one another, especially if you make a mistake
- Make a plan before field work, analyzing data, or drafting final products
- Reflect on / debrief what's going well and poorly
- Reassess responsibilities and deadlines when needed
- Keep good records. Examples include using Google Sheets, Google Docs, and journaling thoughts and ideas in a physical notebook

Safety & Equipment Management:

- Create and follow [safety procedures](#)
- Use equipment properly, carefully, and safely
- Keep track of equipment

Version From 01.23

Leadership:

- Flexible leadership
- Be honest (admit mistakes and confusion)
- Give useful feedback to team members
- Find out what each person is interested in
- Utilize strengths and weaknesses
- Have a clear purpose

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ChatGPT aided organization cross checked by DW

Edits and consolidating done by SS

Further edits and clarifications done by RWG

Here's what we collected in class on 01.23

- Flexible leadership
- Keeping an open mind
- Make a timeline with deadlines
- Reassess responsibilities and deadlines when needed
- Honesty - admit mistakes and confusion
- Build trust within each team
- Find out what each person is interested in - recognize strengths and weaknesses of team members
- Have big and small goals
- Hold one another accountable = check in with one another on deadlines and expectations
- Safety - create and follow safety procedures
- Use equipment properly and safely - and don't lose it - you're responsible
- Keep good records
- Have designated duties within the team - spread them among team members
- Be timely
- Make sure your splitting among team members the "small stuff" - adminstrivia, fetching equipment, etc
- Give useful feedback to team members
- Make a plan before going out in the field (or really doing anything)
- Reflect on / debrief what's going well and poorly
- Ask for help if needed
- Have a "why?" - a purpose
- Make the group a team thru socializing and having fun and getting to know one another

**PICTURES OF WORKSHEETS BELOW FYI

Operating Rules Images

* Operating procedures *

- flexible leadership
- compromise
- respect for all
- keeping an open mind
- open communication + speak your mind
- honesty, admit mistakes or confusion
- have trust in teammates
- be timely
- listen to others opinions
- be organized + keep track of equipment
- have big + small picture goals
(have liasons for sub-teams)
- passion for work
- team updates and goal setting
- receptive to feedback
- reflect on whats going right + wrong
- do inventories to keep track of tools
- willingness to lend a hand
- * attention to detail (take notes)
-

Operating Procedures

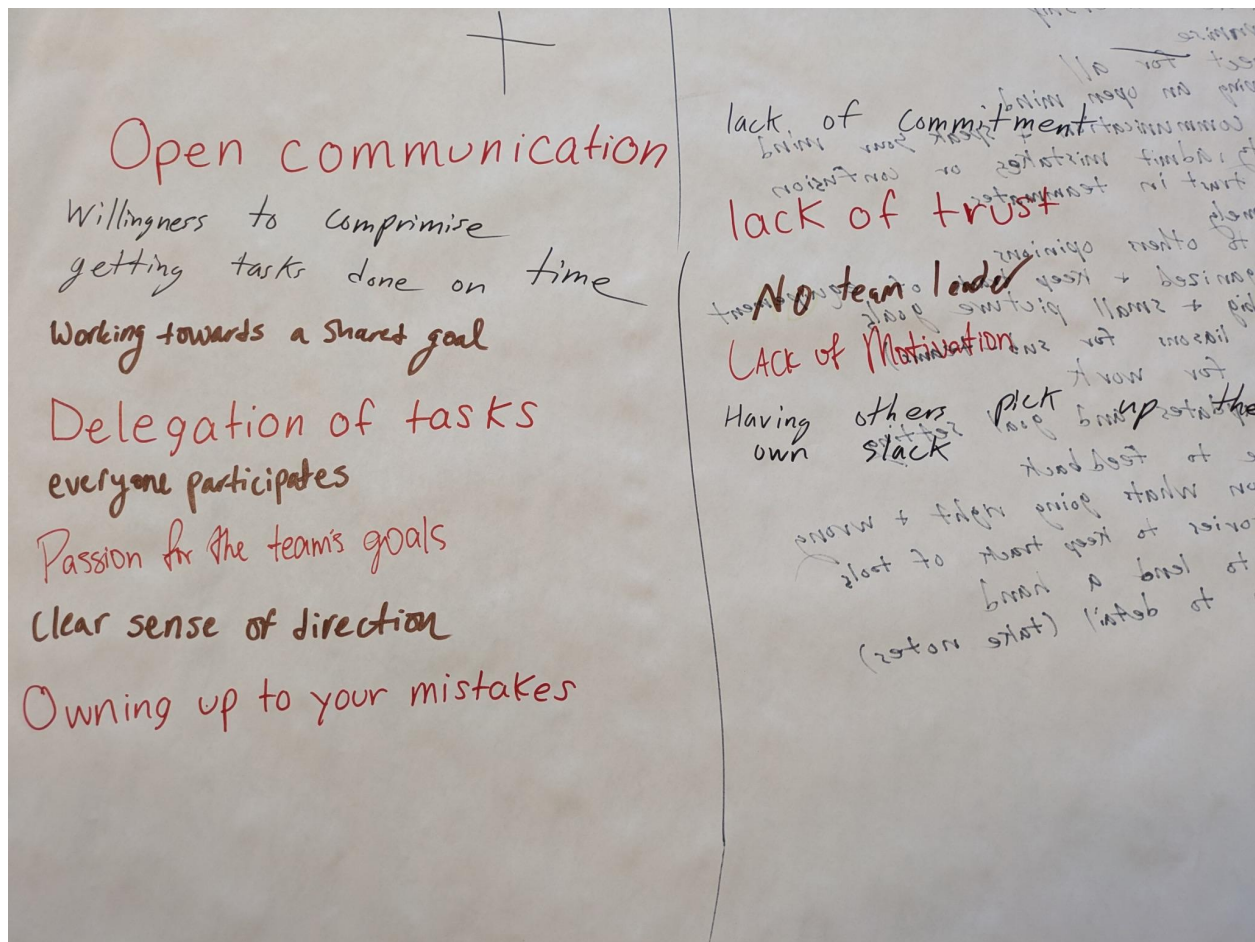
- Maintain consistent and open communication and record keeping/check-ins with team.
- Have shared goals and expectations/Divide work well.
- Give useful & encouraging feedback/listen respectfully
- Recognize strengths & weaknesses, let people take lead accordingly.
- Take accountability for your tasks/responsibilities, tell people if you can't get something done.
- Prioritize safety, don't eat weird berries.



- make a timeline with deadlines
- find out what each person is interested in
- Safety, go out in teams and wear proper clothing
- have designated duties that are split in the team
- keep up with equipment (inventory, person in charge)
- plan before going out in the field

- + GET TO KNOW EVERYONE'S
WORK HABITS AND PERSONALITIES
- + PROVIDE AND ACCEPT CONSTRUCTIVE
CRITICISM AND POSITIVE REINFORCEMENTS
- + BE COMFORTABLE LEADING AND FOLLOWING
DEPENDENT ON YOUR SKILLS
- + HOLD EACH OTHER ACCOUNTABLE FOR
WORK QUALITY AND DEADLINES
- + BE ATTENTIVE TO RESULTS, EVALUATE
WHAT COULD'VE BEEN BETTER
- + HAVE A "WHY"

Plus / Minus Images

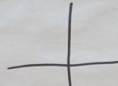


Plus

- Communication
- Clarity / Understanding
- Respect / feel feedback
- trust
- Recognizing strengths
- Accountability

Cons

- "Clique-y"
- Overly conflict-averse
- ~~trust~~
- lack of responsibility



2011/05/05 ntiw snilsmnt a ex/om.

- having roles and delegating tasks
- being respectful of others responsibilities and time
- having a timeline
- understanding expectations
- ~~not~~ taking feedback personally
- having undefined goals
- the team being lost with the project
- members not contributing

- + Effective Communication
- DICTATORS / LEADERSHIP IMBALANCE
- + Collaborative Community
- Completion instead of quality
- + Active team members
- too many followers / leaders
- + Complimentary skills