

Normative statement	Your individual rating of each statement (1=strongly disagree. 5=strongly agree)				
	1	2	3	4	5
1. Everyone should be ready to work on the task when the meeting is scheduled to start.					
2. There should be room for small talk when the meeting starts, to set a nice and friendly tone.					
3. People should not be busy on their phones or laptops during our meetings.					
4. We should have the opportunity to make or answer phone calls or write emails during meetings if needed.					
5. People should not chit-chat about irrelevant things when we meet.					
6. There must be (long) enough breaks during meetings.					
7. There should not be too many or too long breaks during our meetings.					
8. There should be an agenda for every meeting that should be agreed upon before we meet.					
9. The agenda should form as we go.					
10. We should all lead the meetings together.					
11. One person should take the lead in our meetings.					
12. People should never be late for meetings.					
13. People should show understanding when someone is late for a meeting.					

14. Meetings should not exceed the scheduled time.					
15. People should look at each other, smile and say hello when they meet!					
16. People should be allowed to have a bad day and not be so happy all the time!					
17. People should not go silent and “zone out” during meetings!					
18. People should be allowed to sit back and think in silence during meetings.					
19. The group task should be prioritized above everything else when an important deadline is approaching.					
20. The work must be planned such that a healthy work-life balance can be maintained throughout the groupwork period.					
21. Everyone should be available on their phones at all times.					
22. It’s important to be allowed to log off and not think about the group work outside the planned group sessions.					
23. Plans are there to be followed.					
24. Plans must always be open to adjustments as we go.					
25. Everyone must have an equal amount of work hours in the group task.					
26. We are all different regarding work capacity and how fast we work, and that’s perfectly fine!					
27. When someone comes up with an idea, we should be supportive and positive, regardless of the quality of the idea.					
28. If someone brings up a bad idea, there must be space for us to be honest and say: “that’s such a shitty idea!”					

## Instructions:

1. Everyone sorts the statements individually by placing a cross in one of the five squares for each statement, according to whether they strongly disagree (-2), somewhat disagree (-1), feels neutral/does not have an opinion/doesn't know (0), somewhat agrees (+1), or strongly agrees (+2).
2. The group goes through all the statements, one by one. Everyone shares their score and their thoughts around the statement.
3. Discuss in the group what might potentially lead to tensions in the collaboration and what 'ground rules' could help you resolve such tensions, based on what has been shared so far. One person is assigned the role of the secretary who makes sure to write them down.
4. Everyone in the group takes a moment to reflect individually on:
  - a. Are there other potential areas of tension that have not been addressed by the exercise and that should be addressed in the group's further conversations?
  - b. What was it like for you to go through this exercise?
5. Everyone shares their thoughts. The secretary notes down any new topics that should be addressed in further conversations. The group sets a time for when these topics will be discussed. The secretary shares the notes with the rest of the group.