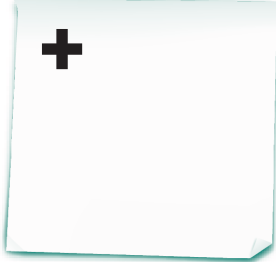




## 5-Star Norms and Expectations



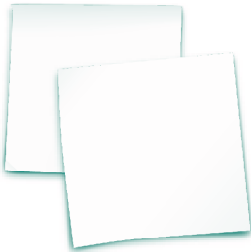
Individually



1. **One Sticky Note Per Item:** Using one sticky note per item, write down as many items you would like included in an ideal collaborative group.



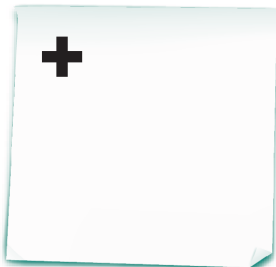
Together as a Group



2. **Discover Commonalities:** Look for any commonalities that you may have and group them together.



Individually



3. **Add Missing or Additional Items:** Now that you have seen other group members' contributions and ideas, add any more that you feel are missing or should be present.



Together as a Group



4. **Sort into Categories:** Sort the sticky notes into reasonable categories. One example might be two categories (one for "Nice to Have" and one for "Must Have").
5. **Come to a Consensus:** Come to a group consensus as to three to five Must Have's, what that looks like, and why these are integral to supporting a productive collaborative environment.
6. **Compose Your Norms:** Use these Must Have's to generate your group norms.

### Setting Up 5-Star Norms and Expectations Guide