### Suggestions for “Agreements” to populate the Glossary in Week 1 – Nov 2017

#### Communication

Members of FLO Design will respond to messages and email from others in a timely fashion.

Members will clearly define the methods of communication and times they prefer (but accomodate others as necessary or possible).

Members will notify the group and/or FLO Facilitators if they will be unavailable for significant periods of time (i.e., not able to respond to communications from the workshop).

#### Participation

Each FLO-Design member will participate in weekly studio and reflective practice forums by sharing their work and learning and providing feedback to peers.

If unable to attend synchronous sessions, participants will review projects within the week and provide constructive feedback.

#### Respect and Diversity

Members will treat each other with respect and honour the diversity of opinions and ideas each person brings to the course.

#### Studio Sharing

Each member will share their plans and progress each week in the weekly Studio Forum and indicate any specific feedback desired.

Feedback will be appreciative in nature but honest and constructive in focus; members can ask for clarification at any time or additional feedback from FLO Facilitators.

Feedback will always be provided in the spirit of helping and improving everyone's understanding and experience of learning design.

#### Teamwork

If you choose to work on your design project as a team,

Team members will keep each other informed of progress and complete agreed-upon tasks on time.