(5p)

What to do to get the task accomplished and the team members’ satisfaction high?

Separating the work equally as possible, setting reasonable deadlines, keeping each other accountable for their required work.

(18p)

Answer all the questions in the Work Norms, Facilitator Norms, Communication

Norms using your own words and your own context?

* How will work be distributed? Whoever is coordinator tries to balance the work as equally as possible (without assigning). The assigning is decided as a group to try to play to the group member’s strengths.
* Who will set deadlines? Team coordinator
* What happens if someone doesn’t follow through on his/her commitment? The other group members (especially those whose work relys on the missing persons work) will have to push back their deadlines to complete the missing work.
* How will the work be reviewed? People that need other peoples work will review the work they are given, as well as the coordinator who is kept in the loop.
* What happens if people have different opinions on the quality of the work? The issue will be taken care of face to face or through a call. To avoid it though, the standards for the assignment should be clear before it is started.
* What happens if people have different work habits? As long as the work is done at the individual deadlines, and the group meetings are attended, the way the work is done does not matter.
* Will you use a facilitator? Yes, they will be the coordinator
* How will the facilitator be chosen? It will be rotated between each project, prioritizing volunteers or randomly chosen if necessary (although our group has volunteers at the ready)
* Will you rotate the position? Yes, we want to keep the coordinator and the facilitator roles together, and the coordinator is required to rotate.
* What are the responsibilities of the facilitator? Creating a schedule, keeping group on said schedule, focus the team on certain tasks, maintaining participation, keeping contact with TA, helping team members with blockades, keeping track of all work that is completed and needs to be completed.

When should communication take place and through what medium?

Through checkups by the coordinator and self-initiated whenever help is needed.

(4p)

As a team, select two cases out of the four mentioned in Handling Difficult

Behavior. (use your own words and your own context)

Complains (Has many pet peeves and complains to complain)- We need to hear them out. If valid, we need to hear them out to work to solve the issue while also making sure that the person is included in fixing the issue.

Too Quiet (shy/unsure/uninvolved)- Try to push them to initiate them into the discussion. Make sure to acknowledge their efforts so they feel like a valid member of the team.

(4p)

When making decisions, If the team is having trouble reaching consensus, what

should you do?

Voting beats all, but points of view need to be brought up before it is voted upon.

(use your own words and your own context)

(3p)

What should you do if person may reach a decision more quickly than others and

pressure people to move on before it is a good idea to do so?

Talk them into a more collaborate sense of mind. (Slow down partner, we have plenty of time)

(3p)

What happens if most people on the team want to get an “A” on the assignment, but

another person decides that a “B” will be acceptable? We all acknowledge that our work affects everyone’s grade. So the best work we can produce is required of us.