**Task 3 Final Copy**

* What to do to get the task accomplished and all the team’s member’s satisfaction high?

Work Norms

* How will work be distributed?
  + Work will be distributed equally among the group members, delineating specific tasks to those with ample time and skill to complete the task.
* Who will set deadlines?
  + The Group leader and/or facilitator will set the deadlines
* What happens if someone doesn’t follow through on his/her commitment (for example misses a deadline?)
  + If someone misses a deadline they should receive a warning and will not receive credit for their task. If they continue to miss deadlines then it should be mentioned in the final report and on the planning chart.
* How will the work be reviewed?
  + The work will be reviewed by multiple members of the team, as well as the team coordinator when there are meetings.
* What happens if people have differing opinions on the quality of the work?
  + If people have different opinions about the quality of the work, there will be a discussion among the entire team and a vote to determine if the work is satisfactory.
* What happens if people have different work habits?
  + If people have different work habits, tasks will be assigned to them that will compliment their work style. If this is not possible then accommodations will be made to try to help with their work habits.

Facilitator Norms

* Will you use a facilitator?
  + Yes
* How will the facilitator be chosen?
  + The Facilitator will be the group leader in each project
* Will you rotate the position?
  + Yes, the position will rotate
* What are the responsibilities of the facilitator?
  + The responsibilities of the facilitator will be to keep the team focused, maker sure everyone participates, solve team issues, keep everyone to their deadlines, summarize team decisions

Communicator Norms

* When should communication take place and through what medium?
  + Communication should take place in person if possible, and if not over the mediums of Slack, GroupMe, or email

As a team, select two cases out of the four mentioned in Handling Difficult Behavior. (use your own words and your own context)

* Too Quiet
  + If a person is too quiet then the best course of action would be to include the person by specifically directing questions for them to ask, such as what they think about an aspect of the problem or if they have any suggestions to add, etc.. Tell them you appreciate their input and work in the project. Use icebreakers to make the person more comfortable within the group. Help them to be more expressive and contribute to the group.
* Argues
  + If the person argues then the best course of action would be to try and direct their arguing toward improving aspects of the project through constructive criticism. If they are critical of members of the group, show them the effect they are having on group morale and members and ask them to restrain themselves. Make sure they realize that their actions are not helping the team at all.

When making decisions, If the team is having trouble reaching consensus, what should you do?(use your own words and your own context)

* The available options to proceed should be discussed among all members and then voted on to determine the next course of action. During the discussion the pros and cons of each option should be extensively discussed to determine the superior option. The vote should be determined by majority.(Since there are 5 members there will always be a majority)

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?

* Try and direct the person to engage in the discussion more. “Are we absolutely sure that there isn’t a better option or something we haven’t considered?”

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.

* Explain to the person that they should strive for an A because it will help him by aiming for higher goals. It is detrimental to the team to be alright with a B instead of an A when more of the team is striving for an A. Every member of the team must provide their full effort to their tasks. If they continue to perform in a subpar manner the matter will be brought to the professor.