

Teamwork



AGREEMENTS HOW TO WORK TOGETHER

CONSIDER to AGREE on	Agreements	If needed, how do we correct each other?
TIME <ul style="list-style-type: none"> • When should we meet as a team? • What will be the start time of all meetings? • What will be the end time of all meetings? 	<ul style="list-style-type: none"> - meet everyday at expected hours, according to the school schedule - starts at Open Space time everyday - ends after everything is discussed 	<ul style="list-style-type: none"> - encourage every member to stick to the agreement made - if you don't come unannounced, you have to bring snacks
LISTENING <ul style="list-style-type: none"> • How will we encourage listening? • How will we discourage interrupting? 	<ul style="list-style-type: none"> - don't interrupt each other when they're voicing their ideas - remind each other to listen when someone's talking 	<ul style="list-style-type: none"> - remind each other to listen when someone's talking - stop the discussion and resume it in a calm manner
CONFIDENTIALITY <ul style="list-style-type: none"> • Will the meetings be open? • Will what we say in the meeting be held in confidence? • What can be said after the meeting 	<ul style="list-style-type: none"> - meetings are closed, for team members only - most things discussed will be confidential, however if asked we will provide our input. - We are open to sharing everything to other people to get inputs and advice 	<ul style="list-style-type: none"> - before we share it to someone else, talk and discuss with each other first
DECISION MAKING <ul style="list-style-type: none"> • How will we make decisions? • What will be the votes need to pass a decision? • How will we deal with conflicts? 	<ul style="list-style-type: none"> - Hold discussion, and based on the outcome of the discussion - Majority - Talk with each other and find compromise 	<ul style="list-style-type: none"> - make sure everyone is heard by giving everyone time to speak - ask every member what they think if they didn't say anything
PARTICIPATION <ul style="list-style-type: none"> • How will we insure everyone's participation? • Will we have an attendance policy? • How to deal with missing members? 	<ul style="list-style-type: none"> - Through the meetings we hold everyday - Yes, inform other members if you're not coming - First deal with it on our own, if it doesn't work then teacher intervention 	<ul style="list-style-type: none"> - if you don't come unannounced, you have to buy us snacks - if you can't come tell us a day before, or early in the morning before class starts
EXPECTATIONS <ul style="list-style-type: none"> • What behavior should be expected from leaders? • Are there any requirements for participation? • What is the phone policy for these meetings? • Should an agenda be posted the day before a meeting? 	<ul style="list-style-type: none"> - Motivates the group, sets expectations, holds members accountable - Be there mentally, doesn't matter physically or digitally - Only use our phones for finding resources and inspiration - Not necessary 	<ul style="list-style-type: none"> - remind everyone that we all need to pass the semester - if someone's behavior is not right, we can motivate each other to behave better
FEEDBACK <ul style="list-style-type: none"> • How do we give each other feedback? • When do we give each other feedback? 	<ul style="list-style-type: none"> - Nice and constructive way - Everytime we share our works, or ask for it 	<ul style="list-style-type: none"> - scold someone if their feedback is mean, and make them give the same feedback again but in a nicer approach
ROLES <ul style="list-style-type: none"> • How do we divide tasks and roles? • Do we change the roles and tasks? 	<ul style="list-style-type: none"> - Based on our strengths - Yes, if necessary 	<ul style="list-style-type: none"> - tell each other if we need help or are struggling with the task we're given - discuss a solution to the problem