Individual Report: Team Basics by Andy

Q1.1 : **How will work be distributed? Who will set deadlines? What happens if someone doesn't follow through on his/her commitment (for example, misses a deadline)?**

1. The work will be disturbed by the team coordinator equally and fairly. However, we decided that the report will be written and submitted by Team Coordinator. The deadlines will also set by the team coordinator, and team members must complete their task before the due date. If the team member does not follow the commitment, then we warn them first, but if he/she still does not follow, we decided to report to TA or instructor.

Q1.2. **How will the work be reviewed? What happens if people have different opinions about the quality of the work? What happens if people have different work habits**

1. The work will be reviewed during the weekly meeting.

If people have different opinion, we discuss each other, then choose the best one out of it. If there is disagreement, then we vote. Last but not least, we people have different work habits, we will try hard to adjust each other to go with same phase.

Q3. **Will you use a facilitator? How will the facilitator be chosen? Will you rotate the position? What are the responsibilities of the facilitator?**

1. Facilitator will be a team coordinator. The team coordinator will be rotated each project. The team coordinator will be assigned as a volunteer, but everyone has to be the team coordinator at least once.

Q4.1 **What is everyone's schedule? Should one person be responsible for coordinating meetings? Do people have a preference for when meetings are held? Where is a good place to hold meetings?**

1. We, as a team, decided to have a meeting on Monday 6:30 to 7:00. The purpose of the meeting is the check each other’s work and record the process for presentation. The meeting time is set; thus no person will not be responsible for meeting time. The meeting time is known to be a Library, but may change on team’s discretion.

Q4.2 **What happens if people are late to a meeting? What happens if a group member misses a meeting? What if he/ she misses several meetings?**

1. If person/people late to the meeting, we would start the meeting regardless. Individuals are responsible to attend meeting every Monday. If he/she misses several meeting, then team coordinator will write it in at the “planning table.”

Q5**Can people eat at meetings? smoke? What happens if someone is dominating the discussion? How can norms be changed if someone is not comfortable with what is going on in the team?**

1. People can eat, can’t smoke.

If one person dominating the discussion, team coordinator will ask to another people as well for their idea. If there is uncomfortable language, or behavior occurs during the meeting, we would write it in the note at “Planning table”.