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Teamwork Basics

My team members and I recently discussed our strategy to work together on this project which are outlined below.

Work will be distributed as evenly as possible and everyone’s skills and experience will be taken into account as well. We all set our own personal deadlines and the team coordinator helps manage them. If someone doesn’t follow through on their end, we will talk to them and figure out what wrong and get them back on the right track. Work will be reviewed at our weekly group meetings. If people have different opinions of work quality, we will listen to all group members and come to a consensus as to what benefits the most group members. If people have different work habits, we will use them to our advantage and assign tasks accordingly.

We will use a facilitator (group coordinator). They will be chosen on a single assignment basis and the same person will not be allowed to be coordinator again until everyone else has gotten the chance to. The coordinator keeps everyone on track, creates the final project assignment report and submits it to iCollege.

For communication, we plan on utilizing GroupMe and I personally created a group email which we used to create our GitHub and YouTube channel. This can also be used for group communication if need be.

We are all responsible for meeting coordination. Meetings will be held in Library North on Mondays at 6pm. If people are late or miss the meeting, we will catch them up through communication on GroupMe. If they miss several meetings, we will sit down with them and ask how we can help them attend.

If someone is dominating the discussion, we will ask them to let others speak so we can agree on decisions as a group.

This is our basic teamwork strategy for the semester.