Task 3: Teamwork Basics

Andy Lee, Bryanna Hardy, Mezemir Gebre, Nathan Heckman, & Rahul Sunkara

1. What to do to get the task accomplished and the team members’ satisfaction high?
   1. Get to know other members of your group and their strengths.
   2. Set ground rules.
   3. Use a facilitator.
   4. Keep lines of communication open.
   5. Know how to avoid (or solve) common problems.
2. How will work be distributed?
   1. We will distribute the work evenly and using the factor based off of individual strengths.
3. Who will set deadlines?
   1. The team coordinator will set deadlines.
4. What happens who does not follow through the commitment?
   1. Communicate with them.
5. How will the work be reviewed?
   1. On our Monday’s meetings.
6. What happens if people have different opinions?
   1. Democracy and we will find a common ground.
7. Different work habits?
   1. Communicate with tea m member
8. Will you use a facilitator?
   1. Yes
9. Will you rotate the position?
   1. Yes
10. What are the responsibilities?
    1. Create the table and turn in report to the professor
    2. \*LOOK AT THE BOTTOM OF PDF\*
11. When should communication takes place and through what medium?
    1. We will use our GroupMe group chat and use Slack that we created.
12. What is everyone’s schedule?
    1. Look at groupMe
13. Should one person be responsible for coordinating meetings?
    1. Yes, the team coordinator will be responsible for coordinating meetings.
14. Do people have a preference for when meetings…
    1. Yes.
15. Where is a good place to hold the meeting?
    1. Library
16. What happens if people are late to a meeting?
    1. Give a warning for the first time. After the first time, we will communicate with them.
17. What happens if a group member misses a meeting?
    1. Update them about what happened and communicate.
18. Serval meetings?
    1. Communicate with professor and communication.
19. Can people eat at meetings?
    1. Yes, we’re hungry kids.
20. Smoke?
    1. No.
21. Dominating the discussion?
    1. Ask for the team member to let everyone get a chance to communicate their idea(s).
22. How can norms be changed if someone is not comfortable?
    1. Find a common ground.
23. As a team, select two cases out of the four mentioned in Handling Difficult Behavior.
    1. ARGUES: jfdjsflkes
    2. TOO QUIET: talk to the person, try to draw them into the group discussion
24. When making decisions, If the team is having trouble reaching consensus, what should you do?
    1. Find a common ground; don’t try to linger around on one decision….
25. 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?
    1. Discuss regardless with group.
26. What happens if most people on the team want
    1. Let everyone do their best