Bryanna Hardy

05 February 2020

Task 3: Teamwork Basics

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. We will find a common ground.
7. Different work habits?
   1. Communicate with team member(s).
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. Focus the team on the task. Make sure all team members participate. Keep the team to its agreements. Suggest alternative plans/procedures. Help confrontation problems with team members. Summarize and clarify the team’s decisions.
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. On Monday’s we are mostly free around 6PM/7PM and Friday’s we are free around 11AM/1PM. Other days, we are all busy with classes and other commitment(s).
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 are held?
    1. Yes.
15. Where is a good place to hold the meeting?
    1. At the 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: The individual could be providing good feedback, so all team members should have an open mind when listening to other team member. Also, make sure to talk about their behavior on the side.
    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 & try not to linger around on one decision/question.
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 to get an “A” on the assignment, but another person decides that a “B” will be acceptable?
    1. Let everyone do their best to their capabilities.