Teamwork Basics individual Report

1. **Work Norms**: 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)? 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 (e.g., some people like to get assignments done right away; others work better with the pressure of a deadline).

**Work will be distributed fairly and evenly for every team member based on their interest/experience. The team coordinator will set a deadline. The coordinator will report him/her on the grading sheet if he/she doesn’t follow his/her commitment. The work will be reviewed during our weekly meeting time. If people have different opinion about the quality of the work, discuss with them and try to come to a common base that everyone agrees. If people have different work habit, create a common habit that everyone must follow for the productivity of the group.**

1. Facilitator Norms: Will you use a facilitator? How will the facilitator be chosen? Will you rotate the position? What are the responsibilities of the facilitator? (see below)

**Yes, we will use a facilitator. The facilitator will be chosen based on the consent of him or the team members. We will rotate the position in every project. The facilitator will coordinate the team, set deadlines, make sure that everyone is doing their assigned task.**

3**.** Communication Norms: When should communication takes place and through what medium (e.g., do some people prefer to communicate through e-mail while others would rather talk on the phone)? **Communication should take place as soon as the instructor posted the project. We will communicate mainly through group me and our slack channel.**

4. Meeting Norms**:** 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? 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?

**We all can meet every Monday at 6:30/7 Pm and Friday at 11am. The coordinator should be responsible for coordinating meetings. They have preferences but it’s more about the team and they should cooperate with the most common time that the majority can meet. The meetings should be held at quiet places like group study rooms to avoid destructions. If people are late for a meeting without an early notice, give them a warning. If a group member missed a meeting without an excuse or notifying the group, communicate with them and tell them to be on time for the next meeting. If they made that a habit, then report them.**

5**.** Consideration Norms: 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?

**Me personally would prefer people not to eat at the meeting because I may not like the smell of certain types of foods. If some one dominating the discussion, tell him/her to give chance to others as well. Since it is a team project, everybody’s opinion should be heard. If some one is not comfortable with what is going on in the team, discuss the issue with the team members and try to reduce or avoid things that created uncomfortableness for that person.**