Teamwork Basics

1. How will the work be distributed?
   1. The work will be divided evenly among us and while distributing the work we will take into account everyone’s strengths and experience.
2. Who will set deadlines?
   1. We each will have our own deadlines which will be before the final deadline set by our team coordinator.
3. What happens if someone does not follow through on their commitment?
   1. If anyone falls behind on their task we will communicate with them and help them get back on track.
4. How will the work be reviewed?
   1. We plan on reviewing our work during our weekly meetings.
5. What happens if people have different opinions about the quality of the work?
   1. We will discuss with everyone and come to a common ground that will benefit majority of the group
6. What happens if people have different work habits?
   1. If people have different work habits, we will use that to our advantage, which benefits the group as a whole
7. Will you use a facilitator?
   1. Yes, we do plan on using a facilitator, it will likely be our team leader/coordinator
8. How will the facilitator be chosen?
   1. We plan on asking for volunteer, if no one volunteers then we will pick one person
9. Will you rotate the position?
   1. Yes, we will rotate our roles
10. What are the responsibilities of the facilitator?
    1. As a team facilitator their tasks will be make sure everyone in the team stays on task and focused. Make sure that everyone is participating. Keep encouraging the team to get their tasks completed by the deadline. Help come up with an solution if the team is struck. Encourage the team to open up if they are having any problems. Lastly, to clearly explain what the final goal for the team is.
11. When should communication take place and through what medium?
    1. Communication should be taking place all the time, and we plan on using GroupMe and Slack to communicate
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 and No, no in a sense that we all need to communicate and coordinate the meeting, and yes that the team leader should be managing to make sure everyone is attending
14. Do people have a preference for when meetings are held?
    1. Yes, we plan on having them on Monday evenings
15. Where is a good place to hold meetings?
    1. The library is the best place to have our meetings
16. What happens if people are late to a meeting?
    1. If someone is late for a meeting, we will catch them on what they have missed either in person or through GroupMe
17. What happens if a group member misses a meeting?
    1. If someone misses a meeting, we will catch them on what they have missed either in person or through GroupMe
18. What if they miss several meetings?
    1. If one happens to miss several meetings then we talk to them and see what is causing them miss the meetings and either help them or find another time that will work for them and everyone
19. Can people eat at meetings?
    1. Yes
20. Smoke?
    1. No
21. What happens if someone is dominating the discussion?
    1. We will ask them to wait for other members opinions so that we can make one consensus decision as a whole
22. How can norms be changed if someone is not comfortable with what is going on in the team?
    1. Communicate and find a common ground