**Task 3**

1. Work should be assigned first by expertise and experience so those with a better suited skillset for a certain task can undertake it with relative ease as well as aid in explaining and teaching other members of the group.
2. Work Norms:
   1. Work will be distributed as a group, either in person meetings, or via Slack or GroupMe
   2. Deadlines will be set by the coordinator, with the input of group members to ensure that every member has time to complete their assigned work
   3. If someone misses a deadline, we will ask that they either complete it the following day or give us any material they have so that someone else may complete it for them should they be unable to do so
   4. Work will be peer reviewed by one or more member of the group to ensure quality and clarity
   5. If there is a disagreement about the quality of the work, then we will choose as a group what steps we need to take to rectify the problems
   6. Work habits should not be an issue, as the deadline should be the only date that is relevant
3. Facilitator Norms:
   1. Yes we will use a coordinator in our group
   2. The facilitator will simply be rotated each assignment
   3. Yes the position will only be temporary
   4. Coordinating group meetings, interfacing between the group and the professor, and linking any group members to help should they need it
4. Communication Norms:
   1. Communication will be carried out primarily through GroupMe as everyone has constant access to it via their phones and it usually results in much faster response time than email
5. Handling Difficult Behavior
   1. Argue: Should someone frequently argue with other group members we will have to intervene as a group to understand why they find it difficult to agree with other members of the group and then deal with it appropriately
   2. Too Quiet: Should a member of the group be shy or too quiet in our group work the facilitator will encourage them to participate more as an additional pair of eyes reviewing work is always beneficial as they bring a different view point
6. If our group is having issues with reaching a consensus on any issue, we will resort to a vote as we have 5 members, ensuring that a decision will be reached one way or the other
7. If some members of the group reach decisions slower than others we should try and work around them as we must be on the same page in order to ensure that our work is flowing smoothly, rushing them is only going to reduce the quality of the work
8. If most of the team is looking for the ‘A’ but one member is content with a ‘B’ then we will redistribute the members work among the others so that it can be completed satisfactorily and ensure that we receive an A.