Teamwork Basics Questions

1. What to do to get the task accomplished and the team members’ satisfaction high?

Team members need to communicate better and show up to scheduled team meetings on time. Team members should be assigned tasks according to their preference or abilities.

1. Answer all the questions in the Work Norms, Facilitator Norms, Communication Norms using your own words and your own context.

How will work be distributed?

Work is distributed with a combination of all of our strengths and weaknesses by our group coordinator. Anybody who is good at something this first time was selected but for future assignments work will be distributed upon weaknesses.

Who will set deadlines?

The group coordinator will set the deadlines.

What happens if someone doesn't follow through on his/her commitment (for example, misses a deadline)?

Someone else will have to step up and complete the assignment and the other person will have their grade docked.

How will the work be reviewed?

Work will be reviewed on github as we are completing the assignments we will upload our documents there and check behind each other to make sure nobody has missed any crucial detail.

What happens if people have different opinions about the quality of the work?

If people have different opinions, the group will hear both of them out and then decide which one is overall best for the success of the group.

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).

If there are different work habits we will try to compromise but for the most part we have to do what is best for the group so everything will be organized.

Will you use a facilitator?

We will use a facilitator to help us complete our assignments on time.

How will the facilitator be chosen?

They will be picked from one of us in the group.

Will you rotate the position?

Yes, we will rotate the position so that everyone can get the experience of managing assignments and projects.

What are the responsibilities of the facilitator?

The responsibilities are to get the team to focus on said task, make sure we all participate in the tasks, and help us confront problems.

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 will be done through the slack workspace app and github. We will coordinate meetings through messages to meet up at a certain place at a specific time.

1. As a team, select two cases out of the four mentioned in Handling Difficult Behavior. (use your own words and your own context)

Too quiet and overly talkative. Since this was our first project and we weren’t familiar with each other, it was harder to communicate and give ideas to each other about the project. When it comes to being overly talkative, it was not in a bad way but overly talkative by giving constructive criticism to our group project to improve.

1. When making decisions, If the team is having trouble reaching consensus, what should you do? (use your own words and your own context)

Everyone needs to share their ideas with the group and especially the project leader, but the project leader decides what is best for the group.

1. 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?

A good way to prevent this kind of situation, is to have a detailed schedule and guideline. If this situation occurs, you can show them that their project is going according to schedule and there is no reason to rush.

1. 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?

First step should be convincing the people to get the A. If not, the rest of the team members should pick up the slack for that person, and if they need to give that person a review for their performance, give them on honest review.