TASK 3: Learning Teamwork Basics

- **What to do to get the task accomplished And the team members' satisfaction high.**
  - To accomplish task and also with that we need highly satisfaction of the members so for that we need to collaborate and work together to slove problems.

Work Norms

- **How will work be distributed?**
  - Work will be distributed by assignment 1 coordinator
- **Who will set deadlines?**
  - Assignment 1 coordinator
- **What happens if someone doesn't follow through on his/her commitment (for example, misses a deadline)?**
  - If someone misses the deadline than we should give him/her 24 hour chance to work on it other wish we move on.
- **How will the work be reviewed?**
  - After we are done with our task we all meet up at one place and review it all together
- **What happens if people have different opinions about the quality of the work?**
  - If people have different opinions than we need to find a common ground to resolve the problem.
- **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 we have different work habits than we set deadlines so we all work together and finish tasks on time.

Facilitator Norms:

- **Will you use a facilitator?**
  - Yes we should have a good facilitator to get things done on time.
- **How will the facilitator be chosen?**
  - Based on how members work.
- **Will you rotate the position?**
  - Yes if necessary
- **What are the responsibilities of the facilitator?**
  - Keep team on track, help others if needed and help team to finish assignments on time.

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)**
    - The communication should take place before we even start planning and only throw one sources. So we establish a good communication with each other and that way we don't left anyone behind

Meeting Norms:

- **What is everyone's schedule? Should one person be responsible for coordinating meetings?**
    - Not one person should be responsible for coordinating meetings but we think we all should be responsible for it but we can communicate through one person.

- **Do people have a preference for when meetings are held? Where is a good place to hold meetings?**
    - Yes but just based on their class schedule and no as long as our work gets done any places would be fine.

- **What happens if people are late to a meeting?**
    - Just let them know to be on time for the next meeting.

- **What happens if a group member misses a meeting? What if he/ she misses several meetings**
    - If a member misses a group meeting than we just let him/her know what she has missed and if that happens several times we give him/her a chance to make it up and we move on.

Consideration Norms:

- **Can people eat at meetings? smoke?**
    - Yes members can eat at meeting but smoking is not acceptable.

- **What happens if someone is dominating the discussion?**
  - We try to focus on the task and if someone is dominating than we just let him/her know to stop.
- **How can norms be changed if someone is not comfortable with what is going on in the team**
  - It can be change based on majority of members.

- **As a team, select two cases out of the four mentioned in Handling Difficult Behavior. (use your own words and your own context)**
  - One out of two of difficult behaviors is **Argues**, the member of a group argues with each other or with all, based on what he/ she believes is right called argue means. To resolve that issue we need to talk to that person and let him know where he is going wrong and make things work.
  - Second difficult behavior is a member is **camplaing** to much and to solve that issue first we need to listen to his complain and if it valid than work on it otherwise let him/her know that complaining is not valid.

- **When making decisions, If the team is having trouble reaching consensus, what should you do?(use your own words and your own context)**
  - If team is not reaching to a conclusion we should talk to a coordinator to resolve the problem or facilitators to help us find the solution.

- **What should you do if a person may reach a decision more quickly than others and pressure people to move on before it is a good idea to do so?**
  - If a person reach a decision to quickly than others and we should let that guy know that "be patient" and lets everyone work at the same pace and get work done.

- **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**
  - If that's the case we need to tell that person that we need to work together for the best of the ability and not worry about B or A. we just need to work together and get things done on time.