MGMT 1223 – Assignment #1  
 Working as a Team -

Groups of 4-6

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| Before beginning this assignment, you should have completed the following:   1. Completed reading pages 55 to 81 in the course textbook, in addition to any extra resources in the Weekly Overviews or provided by the professor. 2. Accurately answer review questions 30 to 35 on page 89. 3. In-class activities and discussion. 4. Generative-AI is not permitted for use on this assignment. |

Steps to Complete this Assignment:

1. Download the rubric file and complete the self-assessment before you submit this assignment.
2. Read this entire document carefully.
3. **Objective:** This assignment aims to assess part of your understanding of collaborative teamwork in a project setting. Effective teamwork is crucial for project success and achieving shared goals. Practicing teamwork now will help you develop professional skills essential for future career collaborations.

Each randomly generated group is assigned a specific topic, listed on the following pages. You are provided a topic sentence, and *some* guiding points to cover. Investigate your topic further, and keep a list of sources.

1. Submission Type Guidelines:
   1. Download the rubric file and complete the self-assessment before you submit this assignment.
   2. You are to submit a pre-recorded presentation in the form of a recorded video (file or link).
   3. The **MAXIMUM LENGTH** permitted is 10-minutes. Anything after 10-minutes will not be viewed or graded.
   4. A visual aid (such as PowerPoint) must be used. Web cameras, also, must be used, to see the speaker.
   5. If you need any advice on creating a recording, talk to your professor.
   6. Upload to Onedrive/Youtube and submit link in dropbox. **DO NOT SUBMIT ENTIRE VIDEO ON DC CONNECT, ONLY SUBMIT LINK TO VIDEO**
2. Complete and submit the following:

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| **Group** | **Topic** | **Key Points** |
| 1 | Team Formation & Roles  *Outline*  *a meaningful process for forming a team for a school project* | * Importance of defining roles / responsibilities * How to meaningfully hold others accountable * Strategies to ensure each member’s skills are effectively utilized |
| 2 | Communication & Collaboration  *Discuss the significance of effective communication in a project team* | * Potential communication and collaboration challenges * Strategies to overcome challenges * Tools or techniques for facilitating communication among team members |
| 3 | Goal Setting & Planning  *Explain how to set project goals and create comprehensive plan* | * Importance of goal alignment, milestones, and deadlines * The role of the individual in the goal-setting and planning process and the team leads who keep the team on track |
| 4 | Task Delegation & Time Management  *Describe the process and importance of task delegation within a team* | * Importance of assigning tasks based on strengths for fair workload distribution * Time management strategies to meet deadlines * Tools or techniques for tracking progress and task completion |
| 5 | Conflict Resolution & Team Dynamics  *Analyze a situation where conflicts arose within a team (personal anecdote)* | * Your approach to resolving conflicts * Strategies for promoting a positive team dynamic and open communication * Ways to address issues that hinder productivity |
| 6 | Evaluation & Reflection  *Discuss the importance of evaluating team performance and reflecting on project outcomes* | * Method(s) for assessing team success and identifying improvement areas * Importance of potential lessons learned from the project and how to apply them to future collaborations |