**Response #1:**

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

* Held an official introductory meeting and familiarize ourselves with one another; in addition to talk about our goals from this course.
* Established some basic housekeeping & ground rules for the better outcome of our projects. (i.e. effort is a must, its okay to ask for help, always work with a buddy, don’t stress it too much)
* Designated coordinator will serve as a facilitator. Rotation will be open to volunteers (but if none, group vote).
* Prior to communication, utilize cross platform chats (with a greater emphasis on slack), and also know each individual teammate can be reached privately if needed.
* Prior to solving / avoiding common problems; talking through them. Whether it be directly to the coordinator or to the team, being transparent and open with one another so that comprises can be made (if necessary) for the good of the group.

**Response #2:**

**Work norms:**

1. Prior to workload / assignments, Qword has agreed that work will be equally distributed in terms of project tasks so that everyone can have a fairload of tasks. That will help to ease the work pressure. And for each major task, members are required to have a “buddy” to check and work together with.
2. Prior to deadlines, all will be set by coordinator.
3. To make sure everyone is doing their part, the current group coordinator will reach out to each team member, request an update, and notify other team members of each team member’s progress. If someone falls short of their responsibility, he / she should talk to the group before deadline so that members can come up with an alternate plan.
4. Prior to submitting assignments, work will be reviewed two days before deadline. Coordinator will make sure of that. So that, if any problem arises, cushion time will still be present to solve any remaining problems.
5. We all have different opinions about how to do a work. We are all going to present different opinions and choose the best or accumulate some/all for the benefit of our projects.
6. Luckily, we don’t have different work habits. (aka we’re all hard workers (; )

**Facilitator norms:**

Yes, we plan on utilizing a facilitator. He / she will be the coordinator for a given rotation. Facilitator will possess the following responsibilities:

* He/she will focus on the team task (short term) and will get participation from all the members.
* Will keep the team to do their work on time.
* Will help to solve any problems when the group will be stalled.
* Will help the group to confront problems
* Will summarize and clarify group’s decision.
* Will submit assignment to professor.

**Communication norms:**

Prior to communicating, we have decided to hold two meetings a week (30 - 1 hour meeting after Tuesday CS Org and Programming lecture, and brief 15 minutes meeting after Thursday lecture) In addition, stay up to date through messaging platforms such as slack and have responsibilities posted on GitHub.

**Meeting norms:**

While some of us are able to meet anytime anyday, majority of us can’t. So, we all agreed on meeting a minimum of twice a week. We are all responsible for coordinating the meetings (rather than one person lead a meeting, we all pitch in and manage it that way none of us are left out). We eventually concluded that Tuesday and Thursday after class would work best. Depending on whether the classroom is empty, or if a team member manages to book a library room in advance, and weather, we plan to hold our meetings in either a classroom, studyroom, and public patio setting., In case one is unable to make, he / she should notify the group that way protocols can be taken to make sure he / she is in the loop of what was discussed at the group meeting. Tardiness shouldn’t be much of an issue; as long as meeting is still going on he / she can attend anytime. (However attending full meeting length is encouraged). If a meeting a missed, he / she should just notify the coordinator and make sure they receive all necessary instructions.

**Consideration norms:**

Eating at meetings is okay. However because meetings will be sometimes held in either a classroom or library setting, smoking is prohibited. The construct of each meeting shouldn’t be just one person talking and leading but rather a socratic “parliament” like structure where anyone can pitch an idea in while being respectful and mindful of others. If one member’s voice isn’t heard at all or enough, it is the given coordinator job to get that member participating.

**Response #3:**

As a team we have selected two cases out of the four mentioned in Handling Difficult Behavior. They are-

* Too quiet- Some of us get quiet for several reasons. He / she may be unsure of what is going on in a meeting, bored of the content of meeting, or is just naturally uninterested. Others should put forth the effort to simplify the matter of the meeting in the case it’s confusing, add fun to the meeting in the case it is boring, and get the other person on bored in the case that they’re just uninterested. Comfortability is key, along with knowing that each person is playing their part towards the group project just by showing up for meetings. Any additional (unlisted) issues should also be addressed properly
* Complaints- If one or some of us complain on a group decision the matter must be addressed and resolved right away before the group can move forward. The group is to comprise and come to a reasonable solution that works for all members even if it requires setting aside more group time to solve the problem at hand. (Ask that person what is bothering him/her, what we can done together so that we can all together to overcome any difficulties).

**Answer 4:**

If as a team we find it too difficult to make a decision we should break the matter down to smaller portions, address each portion and take each member’s consideration and simply build backward to a solution that everyone can be comfortable with (Really listening and respecting one another in the process) (Crucial to know everyone’s perspective as they can sometimes change your own and have better long-term effects).

**Answer 5:**

While some of us are quick to react and come to a conclusion / proposition faster than others, that some should in no way try to pressure others into coming to the same conclusion / proposition and should instead give them time and reason with one another as a group. As a team we will learn how to maintain patience and steady with our work and behavior. Regardless if one moves at a faster rate than others, he / she will be required to compromise for the good of the group

**Answer 6:**

On our first introductory meeting we confirmed that all of us are targeting for A+. And with that said, we don’t feel as if underperformance / falling-short is much of a possibility as we are all organized and trusting of one another.