**Template A**

Team Details

1. Team Name
2. Shiu Nam Chan 12071211
3. Team Leader
4. Other team member

Teamwork Report

1. A project team leader is provided leadership and guidance, and to those responsible for the entire. A project team member is people involved in the assignment. My team leader is going to develop a project and responsible for dealing with some technical issues. And I am responsible for explaining the whole project and provide detailed instructions.
2. Fixing the bug. Our team are developing the project of the difficulties encountered,
3. Conflict or difference of opinion. We try to learn more about this work and share our opinions and work together so as not to trigger some unnecessary debates. Because everyone has different ideas and different opinions help differently, so that my team will accept everyone’s opinions and solve some technical problems. The other one lack of trust. Trust is the importance of teamwork, and trust is for people to understand each other. In my team, I must confess to each member, and I cannot do the most important work by alone without trusting others for my own knowledge. Because this is a teamwork, otherwise the members will not trust each other and will not participate in the work. So, you must trust the members to bring benefits to the team.
4. The important for the success of teamwork is teamwork provides good learning opportunities. Because teamwork allows us to learn from our mistakes, provide different insights to know each other and gain teamwork experience from learning, which is particularly important. And then teamwork allows members to understand each other, thereby enhancing people’s understanding of how to have effective solutions. This is a spirit of active participation in teamwork, and the ability to gain expression and innovation.
5. In this small team – based project. Unclear instructions and communication are the reasons for teamwork problems, because if team members do not clearly know which part they need to be responsible for, it may result in not being able to complete the work accurately and within the specified time. So, by clarifying roles and responsibilities, I will increase the necessary communication and clearly point out which project each member needs to be responsible for. This is to ensure that every member knows what role and responsibilities they are, good communication helps build a good team project, and increasing communication skills helps in future work.