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Learning Teamwork Basics

Work Norms

1. How will work be distributed?

The facilitator divides the work in the group within their understanding of the member abilities.

1. Who will set deadlines?

The facilitator sets timelines based on due date and workload given.

1. What happens if someone doesn't follow through on his/her commitment?

A discussion should be had with the member to understand why they missed the deadline, especially if they do not inform the team beforehand.

1. How will the work be reviewed?

Work will be posted or shown to the rest of the group where they can comment or discuss any part of the completed work.

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

If people have different believes on the best quality of their work. Then some members may believe that person did not complete the assigned work properly while the member thinks that they are done.

1. What happens if people have different work habits?

If the assigned work is done by a single member then finishing anytime before the due date is fine, but if multiple people are working together and need to meet or need constant updates from one another, then its best that they find a time in their schedule that meets up, that way the work time is not at floating time but a static time.

Facilitator Norms

1. Will you use a facilitator?

Yes, a facilitator is needed to keep the group organized, as having a assigned person set important dates and distribute work removes the confusion of when something needs to be done and who is working on what.

1. How will the facilitator be chosen?

The facilitator should be the best at leading and time management skills, along with communication abilities with the team members.

1. Will you rotate the position?

Yes, It is good to rotate the facilitator to give others experience, also the work for facilitators is greater and tiring to continue doing for the whole semester.

1. What are the responsibilities of the facilitator?

The facilitator organizes the schedule and sets deadlines for work. Along with distributing the work to the members. They also discuss and resolve issues that the members may have with timelines or workloads.

Communication Norms:

1. When should communication takes place and through what medium?

Communication should always take place whenever there is change or progress, its important to have your teams hear about the completion of assignments, new deadlines, sudden schedule changes, troubles finishing or getting to a meeting, etc.

Meeting Norms:

1. What is everyone's schedule?
2. Should one person be responsible for coordinating meetings?
3. Do people have a preference for when meetings are held?
4. Where is a good place to hold meetings?
5. What happens if people are late to a meeting?
6. What happens if a group member misses a meeting?
7. What if he/ she misses several meetings?

Consideration Norms:

1. Can people eat at meetings?
2. smoke?
3. What happens if someone is dominating the discussion?
4. How can norms be changed if someone is not comfortable with what is going on in the team?

Questions:

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

To complete a task while keeping the members happy it’s important to get to know the members of your group. It’s also important to have a way to communicate with easily with your teammates and set ground rules for work and meetings.

1. As a team, select two cases out of the four mentioned in Handling Difficult Behavior.
2. When making decisions, If the team is having trouble reaching consensus, what should you do?

It is always best if a decision is reached by agreement between all members, however if your group cannot reach a consensus, then you can use multivoting, where all ideas are listed, and people vote on their top several choices. Then team members identify the positives and negatives of the top designs, along with what makes them similar. Finally have a revote to see which has the most support.

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?

If someone in the group is impatient and attempts to push people to moving on quickly, one can ask the other members if they all believe we are ready to continue.

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?

If someone in the group puts higher priority in other courses or simply doesn’t try for an A, it can cause a dispute and create tension between the members.