**TEAMWORK BASICS**

**Section 1:**

The Computer Organization and Programming project focuses on teaching students how to work in a group setting. We have used the messaging application GroupMe to communicate in real time, so that members stay current as we complete the assignments set out in the project. Our ability to utilize different “soft skills,” centers on our ability to utilize technology as a communication device. Slack, GitHub, YouTube and GroupMe are platforms that contributes to Team Raspberrys’ active participation in making this project collaboration successful.

***Our plan to achieve tasks and maintain group morale***

We agreed as a group that the best way to communicate was by text through the GroupMe application. This meant that despite scheduling conflicts and personal commitments we could communicate in real time as a group. We also scheduled different days and times to meet in a common space as a group to go over the assignment in detail and assign responsibilities to each member. We agreed to set progressive dates and deadlines for each aspect of the project so that we could put the components together and review our progress as a group. With the GroupMe application we were able to communicate progress and troubleshoot challenges. The fact that as a team we chose parts of the project to work on, meant that each member was comfortable with their assignment and had a personal commitment to completing the project.

**Section 2:**

***Work Norms***

We used the framework of project A1 as a working template to assign tasks to all the group members. This meant that as we worked on each aspect as a group e.g. installing and programming the Raspberry PI. each member had a specific lead role in completing a particular task in the project. The deadlines were set by the group leader with member input and consensus. Failure to complete an assigned task by deadline would be documented and the group leader would work with the team member to resolve the issue. We have decided to review each part of the project as a group so that expectations are met and there is consensus. Each member is entitled to an opinion***,*** as a group we share our ideas before committing to a plan to ensure that there is consensus before and after a particular task is completed. The fact that members had individual assignments to complete by a specific date, meant that we could work at our own pace. Our group leader checked on our progress via GroupMe to ensure that we were comfortable and able to meet our deadlines.

***Facilitator Norms***

Yes, team Raspberry has a facilitator, who in our case, is also our group leader. This works for the team because we all communicate through the GroupMe platform. We have different schedules so Christian Montora’s role as the point person for the group means that all information flows to him and then is disseminated back to the rest of the group. If we have questions or concerns, we can direct it to the group with Christian providing feedback.

***Communication Norms***

Team Raspberry has opted to use the text messaging platform GroupMe as its primary source of communication. We all have smart phones, so this was the most convenient medium to use. This also means that we can respond to each other in real time without unnecessary delays.

***Meeting Norms***

Tuesdays and Thursdays from 2pm to 3:45 pm was the time most convenient for all the group members to meet in person. Accordingly, the library was chosen as a convenient location with access to meeting space and the equipment necessary to work on our project. The GroupMe platform also allows us to meet in a virtual space if necessary, to discuss challenges and find solutions.

***Consideration Norms***

We meet in the library, so library rules apply. This works for all of us because the library is centrally located, and we all have access to this space.

**Section 3:**

***Handling difficult behavior***

*Case 1: Too quiet*

We all process information in different ways. As a new group, working on our first major project with multiple facets there is a lot of information to process. In this instance, there is an advantage in our methods of communication because they are both verbal and non-verbal. The fact that we proceed based on consensus, gives each member an opportunity to provide input. Some people do not like to speak in group settings and are much more comfortable communicating non-verbally through text messages. GroupMe allows us to communicate with each other without invading personal space. It also allows us to keep each member up to date as well as provides a way to monitor participation. In our face to face group meetings, members are asked for input and allowed to contribute. Having a facilitator with established norms and goals helps to ensure that we are all engaged in the process.

*Case 2: Overly Talkative*

As a group, we must communicate to be successful. If a group member fails to realize that this project is a shared space with input from all members, then we must address it. If it is apparent that a member is dominating the group discussions or group chat, then the facilitator should have a private conversation with that member to point out ways that they can contribute in a more positive way. If members become disengaged, it can lower morale and negatively impact the group effort.

**Section 4:**

***Making decisions as a team***

If the team has trouble reaching consensus, team members should explain why they are for and against each scenario and have the team vote on the best solution. A majority vote keeps the process democratic, prevents strong arm tactics and favoritism. A good example of this was our decision to name the group Raspberry as opposed to Panther and several other suggestions. After the team member explained the concept of the name and its relevance to the project, we all agreed that this should be our group’s name.

**Section 5:**

***Handling peer pressure from team members***

Individual assignments are self-paced, the project is a group effort. We have agreed to put all the elements of the project together as a group to ensure that the project is seamless, and all the guidelines are being followed. If a member feels that their contribution does not require peer review, then the facilitator will need to speak with that member privately. Peer review benefits the group because it ensures that the material is understood by everyone. That person may have expert knowledge on a topic, for example making YouTube videos, however it is important that the other members learn about this process as well. The idea of a project is to share knowledge in a group setting where everyone can collaborate and provide input.

**Section 6:**

***Goals***

The difference between an A and B in this project is just a little effort. As a team we should communicate challenges about the work involved in the project so we can move talent and resources to achieve maximum gain. This relies on members being honest. If we are honest with each then then problems can be solved or in some cases averted so the efforts of the team is not derailed. An example of this was a member who was unable to meet with the rest of the group at a scheduled time to prior commitments. The rest of the team were able to step in and continue working because that member used the GroupMe application to keep us all informed. We were able to relay information back and forth via the app in essence creating a virtual space for that team member.