TASK 3: Learning Teamwork Basics

1. What to do to get the task accomplished and the team members' satisfaction high?
   We will scan through each task and assign each team member a task based on their level of understanding of the material demanded in that task. We will be having a meeting at least twice a week for an estimation of two hours each meeting to discuss the progress of each team member's assigned task. Each team member will present their assigned task and walk us through the process of what they have accomplished so far. We will then together give a feedback and introduce new ideas to better the task. We will make sure that each team member is highly satisfied with their task and the task of the other team members.

2. **Work Norms**
   We will distribute the work based on each member's understanding of the task's demands. The deadline will be set by the team coordinator. Twenty-four hours before the deadline of each task, the team coordinator will notify each person about the deadline and request a screenshot of progress of the task to ensure that the deadline will be met with the completion of the task. However, if the deadline is missed and the due date for the assignment is near, then a meeting will be held to finish up the task. The team member will be put on probation, however, if that happen again, then points may be deducted from their participation grade. We will be holding at least two meeting every week to review each team member's task. Everyone will be given a chance to give a feedback of each team member's task and the overall tasks combined. All opinions will be put together and generate a final say, but if there is still a confusion then a majority vote will be the final say. Each assigned task will be given enough time to be completed. This will help avoid the team member from rushing to complete the task and avoid mistakes. Everybody will be advised to think about the task before diving into it and to avoid the pressure of a deadline.

   Facilitator Norms
   Yes, a facilitator will be used. The facilitator will be chosen based on the understanding of the project. It will be rotated at each project. The facilitator will be responsible for focusing the team on a task, getting participation from all team members, keeping the team on time, helping team members confront problems, helping clarify team's decisions.

   Communication Norms
   Communication will take place at every time to ensure that everyone is up to date on the project. Communication will be through e-mail, a text and a phone call.

3. As a team, we will have a hard time completing an assignment if we have a team member who argues or complains. Every case of argument or complaint will be taken seriously and we will find a way to solve it. If the same person continues to argue and complain over everything, and we find the complaint to be irrelevant, then points may be deducted from their participation grade to avoid future arguments and complaints.

4. If the team is having a trouble reaching a consensus, then the majority vote rule will be put into effect.

5. There will not be any pressure put on anybody. If a team member reaches a decision quicker than the rest, then that team member will have to help the others to reach their decisions.

6. On each assignment, an "A" will be the targeted grade, however, if anybody decides to get a "B", then we will walk that person through the benefits of having an "A". We will try convincing that person to think of "B" as a mediocre accomplishment, but "A" is what the team is aiming for.