**Personal Skills Assignment: Teamwork Ground Rules & Reflection**

Your Name: Shaye Acevedo

Your Role on the Team: Scribe/Editor

Team Member Name and Role Feker (Team Leader)

Team Member Name and Role Shaye (Scribe/Editor)

**Our Team’s Ground Rules**

Rules should include items related to net etiquette, conflict resolution, and organizing and presenting work, and other items if you wish.

**Team Net Etiquette:**

1. Respectful Communication: We agree that we will always communicate politely and respectfully, avoiding sarcasm, offensive jokes, or ANY form of discrimination.

2. Timely Responses: We agree to respond to messages and emails within 24 hours to maintain smooth communication.

3. Constructive Feedback: Offer specific, actionable, and constructive feedback to help improve work and processes.

4. Confidentiality: We will keep our team discussions, documents, and all our personal information confidential.

**Conflict Resolution:**

1. Address Issues Early: We will address conflicts as soon as they arise to prevent unnecessary escalation.

2. Active Listening: We will ensure that all parties are heard, and perspectives considered during conflict resolution discussions, and any other collaboration tasks we encounter.

3. Seek Mediation: If conflicts cannot be resolved internally, involve a neutral third party or team leader to mediate.

4. Focus on Solutions: Keep discussions focused on finding solutions rather than assigning blame.

**Organizing/Presenting Work:**

1. Clear Deadlines: We will set and agree on deadlines for tasks, ensuring everyone is aware and committed to them.

2. Document Sharing: We will use a shared platform -Google Drive for storing and sharing all documents and resources. We are also using Discord for up to the minute communications.

3. Regular Updates: We will schedule regular check-ins/status updates to keep our team informed about our progress and any potential issues.

**My Individual Reflection**

Any teamwork experience should be followed up with a reflection so that lessons learned from the teamwork experience can be applied to future teamwork opportunities. The reflection should include evidence critical thinking and references to content in the lecture and other materials.

Make sure your reflection addresses the following:

• What worked well and why?

It worked very well for our team to coordinate our first meeting together via Zoom, as well as connecting via Discord and email.

• What did not work well and why?

I initially made a mistake by scheduling the meeting without allowing myself enough sleep after working the overnight shift. In the future, I will be sure to be mindful of this and ask to schedule our meets later in the week.

• How were roles determined?

We discussed our strengths naturally leaning toward the roles that best fit. We could determine from the dynamic that we made the right choices for ourselves.

• How were conflicts resolved?

We have no conflicts to date.

• Based on this teamwork experience, what would you do and not do in your next teamwork experience?

As mentioned above, I will be more mindful of my own needs and ask to schedule meetings on days that I have not worked the night before. What did you learn from this teamwork experience that you will apply in your next teamwork experience? So far, I have had a great teamwork experience because I see how helpful being connected across platforms allows for me to not fall out of contact with the team.