**Learning Teamwork Basics**

1. **What to do to get the task accomplished *and* the tam member’s satisfaction high?**

In order to get the project tasks done and keep the satisfactions high, we, as a group must get to know everyone, and communicate with each and every member. Along with this, we also have to have rules set, know how to avoid/solve problems together, and have a facilitator assigned for each project (different facilitator for different project).

1. **Answer all the questions in the Work Norms, Facilitator Norms, Communication Norms using your own words and your own context.**
   1. **Work Norms**

For these projects, work will be equally distributed among every member of the group. The tasks will also be rotated so that no one will continuously be doing the easy/hard or favorable tasks. The deadline of the tasks will be set by group coordinators, and members who continuously fail to abide by the deadline will be noted on the peer review. Final result of each tasks will be reviewed by everyone in the group. If any member has any disagreements over the quality of the task, the group will resolve the problem as a whole and in a professional way. If the final product of a task is not what everyone was expecting, the group coordinator will step in. It will not be a major problem if group members have different work habits as long as they get the work done by the set deadline with an acceptable quality.

* 1. **Facilitator Norms**

Our group have agreed to have the group coordinator to also be the facilitator of the group. The facilitator will have the power to set expectations and task deadlines (along with all the responsibilities stated in the Teamwork Basics document). Since the group coordinators are also the facilitators, it will be assigned when a new project rolls out.

* 1. **Communication Norms**

We have agreed as a group that our mode of communication will be though GroupMe. On GroupMe, we discuss assignments and make sure that every member is on the same page. We also have a set time for weekly in-person meetups, and individual meetups when requested.

1. **As a team, select two cases out of the four mentioned in Handling Difficult Behavior. (use your own words and your own context)**
2. **Argues**

In our group, feedbacks/critiques/counterarguments are always welcomed if they are expressed in an appropriate and respectful way. However, if any disrespect or inappropriate responses are made by any group members, the group coordinator and/or the professor will step in.

1. **Complains**

Complains can be brought up to group coordinators if any member has concerns that they believe will affect the group productivity. It is then up to the group coordinator to decide how or whether or not to address the issue with the group.

1. **When making decisions, if the team is having trouble reaching consensus, what should you do? (use your own words and your own context)**

We agreed as a group to have the group coordinator to decide what is the best for the whole group when the group has trouble reaching an agreement. For example, if conflict arises during task assignments, the group coordinator will then be the one who breaks up the conflict and assign the tasks.

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?**

In our group, all decision is agreed upon every member. However, if this does become an issue, the group coordinator will step in to resolve it. If that does not work, we will turn to the professor.

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 any member in the group decides to turn in a “B” quality assignment while everyone else turns in an “A” quality assignment, the group will discuss as a whole to figure out what needs to be done (with the group coordinator having the final say). That group member who turned in a “B” quality assignment will also be noted on the report if they fail to improve their work.