**Learning Teamwork Basics**

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

Make sure the work presented is up to quality requested and have effective communication amongst group members.

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

Within this project we will see to it that work is distributed in a fair manner to the best of our abilities. Each task should have a complexity to it that requires an equal workload if enough effort is put forth, and our main goal is to develop together as a team regardless of individual experience. We are allowing the coordinator to oversee the group as a leader should and shall discuss disputes in an organized manner to effectively carry out each task. We're striving to allow different work styles as long as communication is present.

* 1. **Facilitator Norms**

Our group has designated the facilitator as the coordinator. This person will set the expectations and deadlines, and continuously push updates to ensure proper completion.

* 1. **Communication Norms**

We have designated days to be met equal to everyone's schedule; however, our main communication is set on group-me.

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

I. Argues: If arguing is present its potentially the failure of the group to truly mediate things, therefore a step back should be taken; however, anything outside of the norm should be taken to higher sources.

ii. Complains: This is something that should be handled by the coordinator to mediate and make judgement based off.

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

Everyone should be working to promote communication, and to get a conclusion; however, we’ve settled on allowing our coordinator to have the leadership role. Therefore, we will allow his judgement to take precedence.

**5)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?**

Bring up such conflicts or complaints to the coordinator or other group members. We are prioritizing each group member being on the same page so our workflow is more uniformed.

**6)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?**

Such things would be documented; however, it's been explicitly explained that such behavior must be taken up by the group to ensure the work to distribute be re-distributed to ensure proper work is completed.