CSC 3210 – Task 3: Learning Teamwork Basics

Task Accomplished & Team Members Satisfaction

In order to get the task accomplished and get the team members’ satisfaction high, we must get to know everybody in our group, set ground rules, use a facilitator, keep lines of communication open, and know how to avoid, or solve, common problems

Work Norms

Work will be distributed amongst all of our peers evenly through rotating tasks each assignment. The team leader will be setting the deadlines for out assignments. If someone does not follow through with their part of the commitment, we will penalize them in the peer review portion of the assignment. The work will be reviewed by all members of the team and if someone has different opinions about the quality of said work, then it will be handled amongst the peers in a professional manner; if the work is worse than expected then the group coordinator can get involved. If people have different work habits, I believe as long as you have a set-in stone timeframe when to complete assignments, it should not matter as long as the quality is great.

Facilitator Norms

Our facilitator will be our group coordinator, so they will set our expectations and deadlines along with everything else. The facilitator will also double as our group coordinator so it will be chosen when a new assignment comes out.

Communication Norms

Our group is communicating through GroupMe and we are constantly discussing as we do each part of our assignments and making sure we are all on the same page. We meet weekly also in person to discuss.

Meeting Norms

Tony’s Schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Not available | Work from 7 AM – 2 PM | Not available | Available after 1 PM | Available | Available | Available |

Raejae’s Schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Not available | Not available in PM b/c work | Available after 3 | Available after 3 | Available | Available | Available |

Landon’s Schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Available after 5 | Available | Available after 5 | Available after 3 | Not Available | Available | Available |

Aakash’s Schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Available from 3-5 | Available | Available from 3-5 | Available after 3 | Not Available | Available | Available |

The group coordinator is responsible for choosing when the meeting is. Our preferences have varied so far since we have different things occurring every week. We usually hold meetings at the Georgia State Library. It is okay if someone is late to a meeting or meetings IF they let us know ahead of time and have a valid reason for missing the meeting. If someone misses multiple meetings in a row, we will ask the professor for guidance on what to do.

Consideration Norms

People are able to eat at meetings but should not be able to smoke since we are in the school library. It should be fine if someone is dominating the conversation as long as it contributes positively to what we are trying to accomplish at the moment. All complaints with how everything is going can be brought up with the group coordinator at the time and changes will be made accordingly.

Handling Difficult Behavior

1. Argues: If a team member brings up a counterpoint towards another team member respectfully and appropriately, it will be fine, but if a team member uses inappropriate manners towards another team member for a disagreement, we will bring it up to the professor.
2. Complains: A team member can complain to the group coordinator if they have a valid concern that they believe is affecting the productivity of our group and the group coordinator will decide if it is an appropriate measure to implement. If they are complaining about something that is not valid, then it will be up to the discretion of the group coordinator to decide what to do.

Reaching a Consensus

We believe that it is up to the current group coordinator to decide what is best for the group. For example, if two members are conflicted between which task to do for the current assignment, the group coordinator will step in and decide which one they will do.

Decision Making

This will not be an issue with our group because all of our decisions will have to be a unanimous decision amongst all of us. If this becomes an issue with a singular team member, we will go to the professor and ask for guidance.

“A” vs.“B”

If the singular team member turns in a “B” worthy assignment and the other members turn in an “A” worthy assignment, there is discussion that needs to be had amongst the group members to the group coordinator to figure out what is going on because that is not fair to the other 4-5 members that everybody gets to fall because of it.