

Project A1

Task 3

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CSC3210

1. What to do to get the task accomplished *and* the team members' satisfaction high?

It is important to allocate work responsibly to ensure that every group member has ample time to complete their tasks and ask for help if needed; this way, all work is completed within the appropriate time frame. Furthermore, listening to the questions, ideas, and concerns of your group members is crucial when it comes to keeping team satisfaction high.

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

A) **Work Norms:**

- Work will be distributed based on the strengths of the group members, the amount of work needed to be done per task, and the number of members assigned per task.
- Not one single person will decide deadlines, we will communicate to each other how much time we may need per task and decide on a deadline based on that and the due date of the overall assignment.
- If someone does not follow through on a deadline, the remaining group members will either work together to finish the slackers' task or assign someone to finish that work (if the task is simple enough). We will talk directly with that person to tell them the effect their actions are having on the group.
- The work will be uploaded to a google account (managed by the facilitator) shared by all group members and be reviewed by ALL members together before the due date. This will be done a considerable amount of time before the due date so changes can be made if need be.
- If group members have different opinions on the quality of the work, the remaining group members will weigh in on whether the task needs to be changed. If the other members feel as though the assignment is fine and an agreement can't be reached, then a member of the group will contact the professor for clarity on the assignment.
- Members having different work habits will not be an issue so long as the assignment gets done with enough time to be reviewed before the due date. If a member of the group cannot accomplish this then the remaining members will contact the professor.

B) **Facilitator Norms:**

- We will use a Facilitator.

- The position will be given to a group member who volunteers for the position. If no one volunteers, the Facilitator will be randomly chosen.
- The position of Facilitator will be rotated so ensure that everyone gets to experience the position.
- The responsibility of the Facilitator is to essentially keep the team on track. They will check on other members to ensure that we are keeping up with our tasks and responsibilities. The Facilitator will also help settle group issues.

C) Communications Norms:

- Communications will take place all throughout the project whenever needed. We will be using Google, Slack, GitHub, and GroupMe.

D) Meeting Norms:

- __ TO BE ANSWERED WITH ALL MEMBERS

E) Consideration Norms:

- People may eat at the meetings, but smoking is not allowed as most of the members (If not all) are not smokers.
- If one single person is dominating the meetings, the Facilitator will shift the conversation in someone else's direction to urge them to provide input as well.
- If someone is not comfortable with what is going on with the team, they may voice their concerns in a meeting. A conversation will be had and if changes are necessary, they will be made.

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

A) Overly Talkative: If a group member is overly talkative, we will assess what they're saying and determine if they are contributing to or causing harm to the group. If the case is the latter, we will shift conversation in the direction of other members. If the case is the former, we will incorporate their ideas into the project as need be. In either case, the Facilitator will let the talkative member know that they are talking a bit too much.

B) Complains: If a member is prone to complaining, we will listen to their complaints and determine if their complaints are well placed. If so, we will discuss the issues as a group in a meeting. Otherwise, the Facilitator will inform the member that a large part of this project is problem solving and urge the member to work with everyone to solve the issues at hand instead of complaining.

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

If the team is having issues making decisions, we will identify all the different ideas and vote on the most popular ones. We will then figure out the similarities and differences in them in order to come up with an idea that everyone can appreciate.

5. What should you do if person reach a decision more quickly than others and pressure people to move on before it is a good idea to do so?

The Facilitator will ask everyone if they are all ok with the decision presented by the eager member to prevent the decision from being carried out too quickly.

6. What happens if most people on the team want to get an “A” on the assignment, but another person decides a “B” will be acceptable?

Conversations on this matter *must* be had in advance as it is difficult to manage this issue without doing so. Group members will be totally transparent about their goals in the course to prevent these issues from arising.