**Collaboration Formative Assessment**

**1.In relation to the provided scenario, are you a group or a team? Explain.**

A group is a collection of people with individual goals working together while a team is a collection of people working together to achieve a common goal. For example, students studying together for and exam ; they are working together but to achieve individual tasks, thus they form a group. While a group of footballers playing together to get to the finals, is a team because they all have a common goal. Therefore in this case, we are a team, aiming to achieve a common goal of planning an event to host African presidents.

**2.What are the key steps that you will take as a team?**

Picking a non-bias, conscious and dedicated leader to lead the group. A leader that every team member can build trust in. The team leader will then set expectations, letting everyone know what’s expected of them until achievement of the project, these includes setting up individual tasks for each team member to accomplish to encourage everyone’s involvement. This will be done according to one’s talents or potential.

**3.How will you ensure effective collaboration as a team?**

By encouraging open and effective communication; everyone’s views will be acknowledged and respected, every member will be an active listener and a platform for communication will be formed, i.e whatsup, google meet etc. Also, recognition and appreciation of everyone’s presence and input on particular tasks or meetings. This will encourage our members to continue working or work harder on their tasks.

**4.What metrics will you consider to evaluate the success of your project as a team?**

In this case scenario, the attitude of everyone present during the meeting; if everyone has a positive attitude towards the whole thing, it probably means that the planning of the event was a success. Also, the satisfaction of those who were present; in case there are no complaints that came up from the event, or our team can ask for feedback from a percentage of those who attend to know our ratings, if most people give positive feedback, then we can rate our planning as successful. Another way is to wait of the results or the productivity of the event; if the presidents decide to do something to reduce the effects of poor education and wars, then it means that our output was convincing enough.