Task 3

* What to do to get the task accomplished and the team member’s satisfaction high?
  + We all agree that the key to achieving this is having good communication within the team and work through tasks together.
* **How will work be distributed?** The work was distributed based on a combination of what the group members prefered and what the facilitator decides. **Who will set deadlines?** The facilitator **What happens if someone doesn't follow through on his/her commitment (for example, misses a deadline)?** Hopefully someone else is able to complete that work, and the professor should be told so that all involved are given appropriate credit. **How will the work be reviewed?** The group members can check each other’s work to make sure it is of sufficient quality. **What happens if people have different opinions about the quality of the work?** A compromise is arranged so that work on the project can progress. **What happens if people have different work habits (e.g., some people like to get assignments done right away; others work better with the pressure of a deadline).** Have set deadlines for everyone so that everyone can work at their own pace knowing when their work needs to be done.
* **Will you use a facilitator?**  Yes **How will the facilitator be chosen?** The first one was chosen by the professor. **Will you rotate the position?**  Yes **What are the responsibilities of the facilitator?** To ensure that all of the work that needs to be getting done is getting done.
* **When should communication takes place and through what medium (e.g., do some people prefer to communicate through e-mail while others would rather talk on the phone)?** Try and find a medium that everybody has easy access to and would check frequently enough to be an effective medium of communication.
* As a team, select two cases out of the four mentioned in Handling Difficult Behavior (use your own words and your own context).
  + If a person is being too quiet, they could, for example, not be reaching out to other members of the group, which would impede the productivity of the group. Drawing this person out would help them to become more comfortable with the group and not be discouraged from communicating. If a person is complaining, they would probably be complaining about the assignment of tasks, to which the proper response would be to listen to their response, resolve the situation if their argument is legitimate, or if it’s not legitimate, explain to them why.
* When making decisions, If the team is having trouble reaching consensus, what should you do? (use your own words and your own context)
  + Try and find a compromise that everybody can be happy with.
* 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?
  + Ask them to slow down and work with the pace of the team, and encourage them to use the extra time they have to double check their work.
* 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 that person can’t be convinced that putting in full effort is acceptable, then we let the professor know so that that person gets a grade corresponding to the effort they put in.