

## Module 5 Personal Skills Teamwork Assignment: Part 1 Ground Rules

### Net etiquette:

- Be on time to meetings.
- Team members are encouraged to allow video in Zoom or video sessions.
- Use the mute button in Zoom or video sessions. Only unmute to add to conversation.
- Make an effort to get to know other group members. Some small talk is encouraged.
- Be respectful of time during meetings and avoid off-topic discussions.
- Give everyone a chance to talk and ask questions. All members must listen respectfully.
- Strive for timely responses to emails and other messages (48 hours at the most).
- Give 24 hours notice for missing a meeting or deadline.
- Under no circumstances will group members use mean, rude, or belittling language.

### Conflict resolution:

- The Group Leader is responsible for initiating conflict resolution.
- Group members will make accommodations to support and encourage struggling members (within reason).
- Once conflict is resolved, embrace those involved and move past the problem.
- If a member does not demonstrate renewed commitment to the group, consequences consist of negative peer evaluations or possible requested intervention by the instructor.

### Governance:

- Assign clear roles and responsibilities. Roles: Leader, Scribe, Editor, Technical Support.
- Designate one person to encourage and initiate communication online.
- Enable multiple methods of online communication. Email, video sessions, and live chat.
- As a group decide on the meeting schedule and task deadlines.
- Weekly check-ins will be held to discuss:
  - Group progress - monitor individual tasks, progress and performance.
  - Offer constructive feedback and encouragement.
- Consensus will be reached by each member having a vote.

### Organizing and presenting work:

- Outline what needs to be done in the beginning when assigning roles and responsibilities.
- Discuss major edits with all group members. The editor will use spell check, grammar check, and APA style when applicable.
- Everyone's work should be visible in the final draft of an online group project.
- Group members will submit peer evaluations with the final product.