

1.) Imagine that you're working on a project with another developer who doesn't trust you, so they tend to keep quiet instead of sharing ideas with you. Or, perhaps they don't have faith in your abilities and don't even listen when you present your ideas. As a result, you lose trust in this particular colleague. This mutual distrust would damage how you work together, and the project you're working on would suffer as a result. How would you deal with this challenge? Also, make sure to explain your rationale behind the decision you'd take.

Mutual distrust can significantly impact a team's dynamic and success. I would evaluate my own behaviour and try to find out if I contributed to the tension. I would also reach out to the other developer and try to find out the reason for the tension together with him. It is always better to talk to people for solving problems.

Effective communication is also very important. Whenever I am confronted with difficult tasks and I have problems solving them, I will inform the other people involved on time and also ask them for help. It is less likely that interpersonal tensions arise if you work transparently and integrate other colleagues into your own work processes.

If I think the distrust is a result of missing communication, I will propose regular meetings to the team. Team building events can also help prevent distrust from arising in the first place.

Overall I think it is very important to always be nice and helpful to colleagues.

2.) If you've ever been in a meeting with lots of people, you've likely experienced a meeting that's run over its allotted time. More people inevitably means more opinions and more voices that must be heard. When combined with Agile techniques that require multiple meetings per sprint, this can eat up a lot of team capacity. And when everyone's spending more time in meetings than they are actually designing or programming, projects don't get finished on time. What might be some ways of making sure meetings stay on track and don't take up too much of everyone's time?

First of all, it is very important to communicate a clear and well structured agenda for every meeting. An agenda provides a focus for the meeting and gives the participants the ability to prepare themselves. It also defines a time frame, so people can adjust the length of their presentations. Agendas define topics that should be covered and therefore it becomes easier for participants to stick to the main objectives.

Every meeting should have a moderator. This person should actively engage in a conversation and should bring it back on track, if the focus deviates.

Another very important thing is the limitation of the number of participants. Meetings should not be held in large groups. The number of participants should not exceed 10 people. Smaller groups with selected people will always be more productive. Large groups also have a negative impact on the discussion. Some people find it very stressful to talk in front of a large group. Smaller groups will reduce the social pressure for those people.

It is also very important to prepare the room where the meeting will take place. This might be a task for the moderator. The moderator should make sure that the technique works and that there are enough chairs for everybody, as well as enough office supplies like pen and paper.