Task Coordinator activities (communication with people in other functional areas, but is task related)

* Scout activities (communication with outside person)
* Network structure
  + process in which the team communicates (tree, leader, group convo)
* Cohesion
  + emotional attachment between team members, high levels of motivation, commitment, and performance, but watch out for groupthink
* Potency
  + degree members believe the team is affective in different tasks
* mental models
  + team members' knowledge and beliefs about how the work gets done by the team
* Trans active Memory
  + together the team has a greater combined base of knowledge
* Cross-training
  + Personal Clarification- talking with other roles
  + Positional modeling- shadowing other roles
  + Positional Rotation- playing other roles
* Team process Training
  + Action learning- team thrown into a problem with coaching

**Process gain and Process loss are the two outcomes of processes**

* Causes for process loss include :
  + Production Blocking
    - waiting on other components before you can do your part
  + Coordination loss
    - Extra effort expended in order to accomplish and integrate work in team context
  + Motivational Loss
    - loss of motivation, can produce social loafing
* Task work Processes
  + activities of team members that relate **directly** to the accomplishment of the task
    - Questions with Decision Making
      * Decision informity- enough information?
      * Staff Validity- members make good recommendations?
      * Hierarchical Sensitivity- leader listens to the recommendations?
    - Boundary Spanning
      * ambassador activities (communication with higher ranked people)
    - Creative Behavior – how people think
      * Nominal Group Technique
        + brainstorming, but writing ideas down first, whatever comes to mind
    - Decision Making
      * Decision infirmity – whether members possess information
      * Staff validity – degree to which members make recommendations
      * Hierarchical sensitivity – how the leaders weighs opinions
* Teamwork Processes
  + Interpersonal activities of the team
    - transition process
      * mission analysis
      * strategy formulation
    - action process
      * monitoring the work
      * helping behavior
    - interpersonal process