**TEAMWORK ASSIGNMENT SHEET**

Establishing a great team is the best way to work towards success. As a team, work together to complete the tasks below.

**Directions:** Complete the following tasks.

Task 1: Read the definition of the team member roles.

Task 2: Assign a role to each member of your team.

Task 3: Complete the \*Teamwork Sheet on the next page.

**\*Important Note: Each person should upload his or her own teamwork sheet. This is to ensure that everyone knows about the team member roles and has each person’s contact information.**

**DEFINITION OF TEAM MEMBER ROLES**

Each person in your team should have at least one of the roles defined below. If you are working in a group of three, at least two individuals will have more than one role.

**Quality Control Specialist:** You are the one who should know all of the details of the assignment (*front, back, left, and right!*). *This also means you are the point of contact for product/service description.*

**Communications Coordinator:** You are responsible for keeping all members in the loop and communicating any changes. Also, you are responsible for contacting Professor Wilson for any questions or group concerns. *You are the face of the company. Customer service, that's all you.*

**Team Scheduler:** You are responsible for setting deadlines and reminding everyone of important due dates that are to come for ALL ASSIGNMENTS. *You are responsible for knowing and understanding product warehouse times (if any) and or timeline for products/services offered.*

**Team Peacemaker:** You are responsible for handling any conflict in the group. If there is a conflict that cannot be resolved, you are responsible for contacting Professor Wilson immediately. *You are responsible for seeing overall operations. You are the one that should always be willing.*

***Additional Role:***

**Team Manager:** Keep everyone on track, you are the responsible one! *You are the organization manager.*

**TEAMWORK SHEET**

|  |  |  |
| --- | --- | --- |
| **Team Member Name** | **\*Team Member Contact Information—Phone # and email** | **Team Member Role/s** |
| Genesis Grant | 301.335.2349 grantg0602@students.bowiestate.edu | Team Scheduler |
| Quincy Foster | 410.917.6377  [Fosterq0724@students.bowiestate.edu](mailto:Fosterq0724@students.bowiestate.edu) | Team Peacemaker |
|  |  |  |
|  |  |  |
|  |  |  |

*\*If your contact information is not listed on this sheet, you will not receive credit for this assignment.*

1. Who is your team manager?
2. What are your working procedures?

|  |  |
| --- | --- |
| 1. When will you meet? | Friday |
| 1. Where will you meet? | In the library, computer science building, nursing building primarily on campus;  Wherever the team agrees to meet |
| 1. What procedures will you follow in the meeting? | We will first go individually and describe what each team member has accomplished for the week and then once everyone has updated, we will collaborate into project. |
| 1. What tools will you use to communicate with other team members, including the leader? *(GroupMe, Texting, Email, etc.)* | GroupMe and text |
| 1. How often will we communicate and what are some of our restrictions? *(i.e. no texting or calling before or after X time)* | No crazy hours or repetitive texts, as long as someone responds or whenever works for group |

1. What is your agreed-upon procedure for resolving conflict?
   1. To communicate between arguing parties then have a mediator if conflict continues.
2. What are your rules for style and collaborative writing?

|  |  |
| --- | --- |
| * 1. What is your preferred font? | Times New Roman |
| * 1. What is your preferred font size? | 12 |
| * 1. Will you use email, Blackboard, Google Docs or some other cloud sharing device to share and edit files? | Email and a collaborative link |
| * 1. How will you label your files? (e.g. *Draft 1\_Wilson\_edits*) | Engl362\_groupname\_(unique project labeler) |

1. How will you evaluate each other?
   1. Based on collaborative effort
2. In class we talked about finding a need for your particular room topic (Room (Rm)1: Coding, Rm2: Cyber security, Rm3: Database administration, Rm4: Data analytics, Rm5: Gaming, Rm6: Software development). **Indicate your topic (or room), and the need (or problem or opportunity) surrounding your topic that your team will explore.**