

Section 2: Learning Teamwork Basics

What to do to get the task accomplished and the team members' satisfaction high?

We should know every team member's ability, make everyone feel comfortable so that each person can open up, set basic rules for the team and coordination, use facilitator, and always be ready to help each member, to get the task accomplished and the team members satisfaction high.

How will work be distributed?

The work will be distributed according to every member ability and switching tasks according to the team coordinator and every members approval.

Who will set deadlines?

The team coordinator will set deadlines.

What happens if someone doesn't follow through on his/her commitment (for example, misses a deadline)?

If someone does not follow through on his/her commitment, we will give definitely set a reminder before the due dates but even after that he/she forgets to submit the assigned task then we may assign that task to the other team member.

How will the work be reviewed?

To review the work, we use slack, github and groupme. We meet every Friday to discuss what is completed and what is left so we can help each other if there are problems. Last but not the least team coordinator reviews everyone's tasks before the due date to make sure everything is perfect.

What happens if people have different opinions about the quality of the work?

Firstly, every member of the group gets chance to share his/her opinion. And everyone listens to the ideas carefully and team coordinator decides about the final idea or opinion about the work.

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)?

People have different work habits, but there is a day or deadline of the group which our coordinator decides, we meet on Friday's as well to make sure everything is in pace and help everyone on the last meeting and make sure the work is done.

Will you use a facilitator?

Yes, to make tasks easier to follow by the team, and make everyone aware of what they are doing.

How will the facilitator be chosen?

Team coordinator will be the facilitator too.

Will you rotate the position?

Yes, as the team coordinator will change for every assignment automatically the role for facilitator will be changed for every assignment.

What are the responsibilities of the facilitator?

Responsibilities of a facilitator is to keep and ensure that everything is on track, and ensure that everyone is assigned the task properly.

As a team, select two cases out of the four mentioned in Handling Difficult Behavior.

According to me, there are two types of people in most of the groups which are - mostly arguing or too quiet. A person who argues the most can be a person who either knows everything or is confident about what he/she is doing for that we should ask him patiently to listen to everyone's opinion and not aggressively fight for his arguing. The second is too quiet behavior which I think people may feel shy to speak in public or cannot mingle with people for them we should always make him/her comfortable and ask their opinion, appreciate his/her work.

When making decisions, If the team is having trouble reaching consensus, what should you do?

If the team is having trouble reaching consensus, then the coordinator should listen to each members working ideas and decide what to do knowing all pros and cons.

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?

We will ask him/her to listen to everyone's idea which is the basic rule for the team so that nobody feels bad afterwards.

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 most of the team want to get an "A" on the assignment, but another person might decide that a "B" will be acceptable, then we motivate that person to get an A which is never a bad opinion. But still that person decides no matter what he/she wants B than according to the majority we will decide an A and that person must receive partial grade for the specific project.