

Michael Knight

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Gitter-Geeks

Computer Org & Prog

Teamwork Basics

Work Norms:

- Work will be distributed by the Team Coordinator.
- Team Coordinator Sets deadlines.
- If someone doesn't follow through with their commitment, the unfinished task/tasks will go to who volunteer or volunteers, or to whomever is available to pick up the slack.
- The work will be reviewed by everyone.
- If different people have different opinions of the quality of work. It should be brought to whom did the work first, if an agreement can't be made then it should go to the team coordinator's attention for a decision to proceed further on the matter.
- There should be deadlines for each step so if someone's work who is dependent on another's work to be finished won't be held up or have to wait too long.

Facilitator Norms:

- Yes, We'll use a facilitator.
- A facilitator is chosen by random or by volunteering.
- The position is rotated for each assignment.
- The responsibilities are assigning tasks, assigning deadlines, and settling disputes.

Communication Norms:

- Communication should take place in person and on slack, and constantly to make sure no one is falling behind.

Meeting Norms:

- Everyone's schedule is different with classes and jobs.
- Everyone is responsible for setting aside time for meetings.
- Everyone has come to an agreement on when to hold meetings.
- The Library is where we have chosen to meet up.
- If the person or persons whom are tardy for a meeting and has let us know ahead of time. With reasonable time we'll wait before starting.
- If someone misses a meeting without a reasonable excuse, then it'll be noted. And they will be caught up outside of the meeting.
- If they miss several it will be mentioned to the professor.

Consideration Norms:

- If it is not a distraction food is allowed.

- Smoking is not allowed.
- If someone is dominating the discussion they will be asked to let someone speak their mind on the subject and wait their turn.
- Norms can be changed with everyone in agreement to accommodate someone who is uncomfortable with it.