**Learning Teamwork Basics**

* **Tasks to accomplish to get a team member’s satisfaction high:**
  + **Know each other in the group and their weaknesses and strengths.**
  + **Set up basis rules to be accomplished, implement and monitor it.**
  + **Assign one of the members as a coordinator**
  + **Always stay communicated.**
  + **Avoid conflicts and resolve common issues amongst the group members.**
  + **Work on the assignment with collaboration and a sense of respect.**

**Work Norms:**

* **Work must be distributed equally and favorably. Keeping in mind the strengths and weaknesses of a person and despite other workloads such as assignments from other classes or having a full-time job.**
* **The coordinator with the help of the team members should set the deadlines.**
* **If someone does not follow through or misses a deadline, then the other team members must decide about the person’s portion of workload that has already been contributed. The rest of the team members must mention this portion under *the Work Breakdown Structure* of the section *Planning and Scheduling* section of the *Report Writing*of the project. The team members can repair the loss incurred by that person as much as they can.**
* **The work can be shared through a common platform such as GitHub and Google Docs and work together online.**
* **If people have a different opinion about the quality of work, first we will refer to Google or books, if that doesn’t work, we can either vote among the other people or see the instructor.**
* **As we are given fifteen days to complete the task, we should have enough time to adjust between all the odd situations. However, regardless, people must submit the assigned task within the deadline. If not, the rest of the team members will assign only the portion of the contribution that was done on-time.**

**Facilitator Norms:**

* **Yes, we will use a facilitator; a different person in every assignment.**
* **A facilitator can be chosen by communicating within the group. If no one is willing to take responsibility; the previous group coordinator will assign one. Moreover, in our group, we have predefined our next facilitator.**
* **The main responsibility of the facilitator is to coordinate among the group members (sometimes outside the group members) in achieving the highest goal. Other than that, the group facilitator makes the group members respond to their tasks and reinforce the preset definitions to keep it moving and decision making. Also, the facilitator finds an alternative to a stalled situation.**

**Communication Norms:**

**We must communicate to share the progress of member’s tasks and overall progress of the group. We also need to communicate if someone has a problem. We, gitter-geeks, are communicating using slack and use text messaging if no response through slack. We are also sharing the Google Doc and editing tasks online.**

**1. Too Quiet:**

**If we encounter anyone with this behavior, we will find out why the person is overly quiet by asking questions such as if the person is okay, asking some project-related questions, or opinion about certain decision making among the group. Once we receive the response, we will find out if the person is unwilling, lazy, tired, shy, unsure or unwell. We will then use our wisdom to best fit the person and try to motivate the person while looking for hidden strengths that can be useful. If any of these steps are helpless for us going forward, we will contact the instructor.**

**2.     Made a Complain:**

**If a person made a complaint, we will carefully review if the complaint was legitimate. If the complaint is legitimate then we will find a way to correct including the person who complained. If the complaint is illegitimate, we rest of the group members will find the best way to approach; this can sometimes be confidential communication or by re-discussing the material with the group and finding the actual solution keeping in mind the complaint but without treating it as a complaint.**

**Ø While deciding, if we are unable to reach a consensus, we will do some research and use available yet reliable resources such as textbooks, Google, and Instructor. Sometimes it can also be a good idea to reach out to inter-groups members.**

* **If a person reaches a decision too quickly and pressures the other member to follow with his/her wrong decision than the rest of the team members must reiterate the rule of thumb; if everyone agrees with the current decision. We can also reiterate the subject matter and discuss it to see if some other decisions could be a better one. If the problem persists then one of the other members will have to talk separately.**

* **If most of the group members wanted an “A”, while one of the members is fine with “B”, then we will need to request the person to be helpful whenever needed even if it is less important to him/her. If we didn’t find him/her helpful or communicating; we will do our best to cover-up the loss for our better grade and impartially mention the person share in the *Work Breakdown Struct*ure and report the person to instructor.**