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TLL -Teamwork basic  
gitter-geeks  
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**Learning teamwork basic**

**What to do get the task accomplished and the team member’s satisfaction high?**

* **Everyone sticks closely to same page**
* **Each member gives feedback to each other**
* **Try to avoid conflicts**
* **Members rotate coordinator**
* **Respect each other**

**Work Norms:**

* **Work must distribute fairly and equally, get to know each other and know that who has strength of specific part and weakness**
* **The coordinator should set up the deadlines, mostly planning feature**
* **Work will be reviewed in GitHub and google docs, by online for every team member**
* **If someone has different opinion about quality of works, first we need to meet up and communicate, if that does not work, divide tasks into more than we got, distribute work more fairly.**
* **This is teamwork, at least set up for group members working into progress, as we have about 2 weeks, we could manage by communicate**

**Facilitator Norms:**

* **Yes, we assign members to each task, who can mainly focus and then help each other’s parts if there are any problems**
* **We can choose facilitator by communicate in our group, discuss about who want to do first, since we must rotate coordinator, someone should take spot**
* **The main responsibility of facilitator is keeping the group progressing to the right direction, and make sure to get everyone’s participation, e.g., we are on same page**

**Communication Norms:**

* **Communicate should takes whenever group member has problem and talk about what we have done, and future planning, for our group, gitter-geek, we communicate in several ways not to have problem with communicating, we use slack, GroupMe, google docs and email**

**Meeting Norms:**

* **One thing biggest problem is meeting up, because this is hard to make 5 people into same time, same place, for gitter-geeks, thankfully we could make a time on Friday lunch**
* **we book a library room which is good place to hold meeting**
* **if people late showing up meeting, we can talk and discuss first and when he/she comes we can tell he/she what we have discussed**
* **If a group member misses or misses several meeting, for 1 time, we can send an information through online, however, if he/she misses several meeting, we would think that he/she does not want to work together, we can put low grade for table chart**

**Consideration Norms:**

* **If group member says “excuse me, I’m so starving, I will finish quickly” or “give me just 1 minute” even say that, it would distract group discuss, but as long as we are only with group member, could be excused.**
* **If someone is dominating discussion it will not be good discussion, should be share everyone’s thought not the one person’s thought**

**Too quiet**

**If one of member is too quiet during the discussion, do not judge that he/she does not know anything, could be shy characteristic, just give an extra effort to him/her asking question first that is there any problem or do you have any opinions to say?, then he/she will response and will get to in our conversation**

**complaining**

**If one of member is complaining a lot, group members should listen first and figure out how should we manage the problem, and then persuade him/her with logical reason or meet the professor how we going to solve this problem**

**If the team is having trouble reaching consensus**

**In my opinion, most of time decisions will be made in consensus because our group members are odd number, which is 5, could not have drawn. If we can not figure it out ourselves, we have to talk to our wisdom professor**

**What should we 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**

**Once we have more time to reach a decision, and decision that we made is not good idea, we could think more time and discuss about is there any good ideas? If there is not better idea after having discuss, we just go forward with that decision**

**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 one person does not want to get an A and not giving a fully effort on his/her task, we could ask him/her to help us out, if not, we have to cover his/her work and write down in report about less complete to instructor**

**Individual and Team Goals:**

**Individual Goals should be having high level of programming knowledge, and know how to interact or how to work together with team**

**Team Goals should be everyone work as teamwork for each other, help each other, satisfy rubric’s grade and get the best grade**