



How to work in teams

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Introduction

Teamwork is important because it helps us to be able to work more effectively and quickly, by having different members with different points of view we can achieve a product in a more complete way.

Although there is no specific way to work as a team, the goals are always the same, in this way we have looked for a series of steps with which we can make it easier for us to do so, we can even follow rules so that the way of developing is the most appropriate

Steps

1. Designate specific roles for each of the members.
2. Set objectives and goals.
3. Divide the work.
4. Assign tasks for each member according to their skills.
5. Establish the means of communication to be handled.
6. Conduct brainstorming sessions where everyone contributes points of view.
7. Conduct progress reviews where everyone can contribute ideas or help members in their tasks.
8. Evaluate the satisfaction of each of the members during the process, always being objective and looking for the best for the team.
9. Review if the goals and objectives are set.
10. Make the final corrections and deliver the result.

Work Rules

1. Respect all team members.
2. Take into account the opinions of the members.
3. Respect the role you have been assigned.
4. Fulfill assigned responsibilities.
5. Communicate any changes, issues, and improvements to the final task.
6. Be available when helping your colleagues.
7. Take care of the way you communicate and always seek constructive criticism.
8. Commit to goals already set.
9. Don't make less of your colleagues' work.
10. Always take criticism in the best way.