**TASK 3:** (37p) **Learning Teamwork Basics**

* **(5p)** What to do to get the task accomplished *and* the team members’ satisfaction high?
* As group members, we will need to learn each other’s personalities, strengths, and weaknesses in order to optimize cooperation, morale, and productivity. As a group we have agreed upon a set of rules for how work will be distributed and accomplished, how we will communicate, and when meetings will take place. We have also specified the roles of a facilitator and devised a plan for any problems or disputes that may arise so we can quickly identify and resolve them.
* **(18p)** Answer all the questions in the Work Norms, Facilitator Norms, Communication  
  Norms using your own words and your own context.
* **Work Norms**
* After a group discussion, the coordinator will decide who does what and when it should be completed. If someone fails to complete their task on time, the coordinator will discuss the problem with the group and decide how it will be finished. Each group member should be able to review the work of others and any criticisms should be considered.
* **Facilitator Norms**
* We will be using a facilitator and will rotate the role each project. The responsibilities of the facilitator will be to focus the team on the tasks, get participation from the team members, keep the team to its agreed time frame (short-term and long term), suggest alternative procedures when the team is stalled, help team members confront problems, and to summarize and clarify the team’s decisions.
* **Communication Norms**
* Communication should take place over text in the group chat we have created. If any problems take place with anyone’s given task, they should be able to ask any of us for help. We will be meeting on average 3 times for each project. This would be adjusted based on the project and the tasks given.
* **(4p)** As a team, select two cases out of the four mentioned in Handling Difficult  
  Behavior. (use your own words and your own context)
* If a person is overly quiet, group members should make an effort to engage them by asking them their opinions on certain matters and to openly tell them you appreciate their efforts.
* If a person is overly talkative, a member of the group, especially the coordinator or facilitator, should respectfully direct the attention to another or speak to this person privately and voice their concerns.
* **(4p)** When making decisions, If the team is having trouble reaching consensus, what  
  should you do? (use your own words and your own context)
* If the group is struggling to reach an agreement, a vote should be held. In the case of a tie, the coordinator gets the final say.
* **(3p)** What should you do if a person may reach a decision more quickly than others and pressure people to move on before it is a good idea to do so?
* If someone feels a decision is being rushed, it is important that he or she voices their concern and politely mention that we should look over that idea or go back to a previous thought. If more than one agrees with that decision but others do not, there should be a vote to determine the final say. This is also another scenario where the coordinator can make the final say.
* **(3p)** 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 some group members are not interested in achieving a high grade or are having trouble balancing the work of other classes, they should express their feelings or circumstances so we can discuss it and come up with a solution.