

FALL 2019 - Group 5Pis

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### Teamwork Basics

1. What to do to get the task accomplished and the team members' satisfaction high?
  - Communicate everything and work when you have time to.
2. As a team, select two cases out of the four mentioned in Handling Difficult Behavior.
  - Argues - Coordinator will try to resolve complications, if not will get a Mussa
  - Talks too little - be nice and try to get them to talk and if not then as long as they are doing their work it's all good
3. When making decisions, If the team is having trouble reaching consensus, what should you do? (use your own words and your own context)
  - Vote for the decision
4. 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?
  - Slow down!
5. 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?
  - Don't purposely do half the work and we will get an "A" (hopefully)

Work Norms: How will work be distributed?

- Coordinator will distribute in Task 1 (Planning and Scheduling)

Who will set deadlines?

- Coordinator will set deadlines (refer to the schedule)

What happens if someone doesn't follow through on his/her commitment (for example, misses a deadline)?

- Dependant on the reasoning, deduction anywhere from 0-50%

How will the work be reviewed?

- Coordinator or volunteer will revise

What happens if people have different opinions about the quality of the work?

- Sort it out and compromise

What happens if people have different work habits (e.g., some people like to get assignments done right away; others work better with the pressure of a deadline).

- Work done well is work done well

2. Facilitator Norms: Will you use a facilitator?

How will the facilitator be chosen?

- The coordinator will be the facilitator unless otherwise specified

Will you rotate the position?

- When necessary, anyone and everyone can facilitate

What are the responsibilities of the facilitator? (see below)

- Focus on tasks created
- Makes sure all members of the group are participating
- Keep members on track in regards to time frame
- Come up with alternatives when the group is stalled
- Address team issues
- Clearly and comprehensively condense group decisions

Focus the team on the task (both short term and long term) • Get participation from all team members • Keep the team to its agreed-upon time frame (both short term and long term) • Suggest alternative procedures when the team is stalled • Help team members confront problems • Summarize and clarify the team's decisions

3. Communication Norms: When should communication takes place and through what medium (e.g., do some people prefer to communicate through email while others would rather talk on the phone)?

- Groupme for offline, Slack for online, google docs for reports and

4. Meeting Norms: What is everyone's schedule?

- Please Refer to the schedule posted in groupme

Should one person be responsible for coordinating meetings?

- Yes, coordinator, but extremely flexible and will meet when members are needed or available

Do people have a preference for when meetings are held?

- Not necessarily, as long as 2-3 people can meet!

Where is a good place to hold meetings?

- Library, Discord

What happens if people are late to a meeting?

- Acceptable, give notice, 15% for every 30 minutes not notified

What happens if a group member misses a meeting?

- 25% if not notified,

What if he/ she misses several meetings?

- 0%

5. Consideration Norms: Can people eat at meetings? Smoke?

- Yes, Yes

What happens if someone is dominating the discussion?

- Intervene and explain that their time to shine is over.

How can norms be changed if someone is not comfortable with what is going on in the team?

- Talk to coordinator, if not, other members. Last resort is Mussa

