1. What to do to get the task accomplished and the team members satisfaction high?

Get to know your team members and what their strengths are.

Set ground rules.

Use a facilitator

Keep lines of communication open

Know how to avoid and/or solve common problems

1. Work will be distributed by assessing the strengths and weaknesses of the team members. The coordinator for each project will set deadlines. If someone doesn’t follow through his/her commitment, we will have to distribute the work evenly to the remaining members of the group. The work will be reviewed by the group and improved upon depending on the quality of the work. If the work quality of a member doesn’t meet the expectation of the group, we will give them suggestions on what they could improve on.
2. The facilitator of the group will be responsible for assigning tasks to the group members as well as setting up group meetings. He/she will oversee any problems that arise in the group and communicate with group members to make sure they are progressing on their given tasks. The position will rotate from member to member each project. The new facilitator will be chosen by the previous facilitator at the start of a new project.
3. There will be a group meeting at the start of every project to assign a task to each member of the group. Another meeting will take place before the due date of the project to make sure all members are finished or closed to finishing their tasks. All other communication will take place on slack.
4. Dealing with overly talkative people can be difficult because no one wants to hurt another person’s feelings. The best way to deal with these types of situation is to privately discuss it with the person. Letting them know while their ideas are always welcome, they must consider the other members of the group and let them have a speaking turn as well. Another problem groups face is having arguments. Arguments aren’t always a bad thing and can lead to better quality work but arguments that lead to nowhere are a waste of everyone’s time. To keep from arguments that lead to nothing, we must keep focus at the work in hand and refrain from talking about subjects that are not relevant.
5. When making a decision, we will go with the one that has the majority vote. If the team cannot come to a consensus, we will go back to the drawing board and come up with new ideas that everyone is happy with. If there is a draw, the team coordinator will be the tie breaker.
6. If a member of the group is making decisions quickly and pressuring others to follow along, it will be the coordinators responsibility to ask if everyone is comfortable with their decisions before moving on.
7. The best way to ensure everyone on the group is on the same page is to communicate throughout the semester. If a person is taking more difficult classes and they’re satisfied with making a B in this course, we could assign that member tasks that he/ she is comfortable he can accomplish during projects.