

- **Four ground rules**

Assigning skill-specific roles for each individual project

Share accountability and responsibility equally for final product

Vote on every major decision to be made by the group

- **Three things**

Not sharing responsibilities and work equally, can be solved by making sure that we all agree on the work distribution beforehand

Not working in harmony, can be fixed by ensuring proper communication

People not participating fully, can be fixed by not giving credit when it's not due

- I function best in groups when everyone communicates and does not keep a superior attitude
- I really hope our group can work on this as a team that knows how to cover each other's weaknesses

Signatures:

Sahib Singh

- **Four ground rules** that you believe will benefit your group and help you function better (i.e. giving each person a chance to speak whenever making decisions and assigning a member who is in charge of making sure that happens, updating everyone twice weekly via email or phone, etc.)
  1. Assigning tasks to each member to divide the work evenly
  2. Communicating with each other to update on any changes, questions, or concerns
  3. Meeting responsibilities such as completing assigned tasks on time
  4. Participating professionally; civil discourse
- **Three things** that you have experienced in groups that you DON'T want to happen; along with how you think it can be prevented.

1. A group member changing another person's work without asking. Can be prevented by communicating
  2. A group member not completing their assigned work. Can be prevented by group contract and openly communicating.
  3. Group members putting in less effort than others. Can be ensured by group contract and open communication.
- **Finish this sentence...** "I function best in groups when team members put in their best effort to collaborate.
  - **Finish this sentence...** "I really hope our group can communicate successfully to address concerns, changes, and suggestions.
  - When will you meet if you need to meet outside of class? What is the best way to contact each other? Do you have a group motto or a funny team name? Who is responsible for final submission?
    -

Signatures:

Catherine Dang

#### **Four Ground Rules for Better Group Functioning:**

**Active Communication:** Ensure that every member has an opportunity to speak and be heard during discussions. Assign a rotating facilitator role for each meeting to ensure everyone's input is considered.

**Regular Updates:** Maintain clear and consistent communication by updating all group members at least twice weekly through email or phone. This ensures everyone stays informed and can contribute effectively.

**Shared Responsibility:** Distribute tasks and responsibilities evenly among group members to promote a sense of fairness and prevent overburdening individuals. Assign a group member to oversee task distribution.

**Respectful Conflict Resolution:** Establish a protocol for addressing conflicts within the group, focusing on constructive dialogue and solutions rather than personal attacks. Designate a mediator or use a consensus-building approach when necessary.

#### **Three Things to Prevent in Group Settings:**

**Lack of Accountability:** To prevent this, establish clear expectations and deadlines for each member's contributions and have regular check-ins to monitor progress.

**Communication Breakdown:** Create a communication plan that outlines how and when information will be shared. Encourage open and honest communication to avoid misunderstandings.

**Dominance of a Single Voice:** Prevent one member from dominating discussions by implementing time limits for speaking or using a "round-robin" approach where everyone takes turns expressing their views.

1. I function best in groups when there is a sense of trust, collaboration, and open communication among members. When everyone feels valued and heard, it fosters a positive and productive group dynamic.
2. I really hope our group can achieve its goals efficiently and effectively while fostering a supportive and inclusive environment. Building strong relationships, maintaining transparency, and working cohesively towards our shared objectives are essential to our success.

**Signature**

1. Arman Atwal