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Teamwork Basics

TASK 3: (37p) Learning Teamwork Basics-Read the TEAMWORK BASICS document and answer the following as a group:

(5p) What to do to get the task accomplished and the team members' satisfaction high?

We as a team should set up the deadlines for each person, discuss what to expect for each task, listen to the others for ideas.

(18p) Answer all the questions in the Work Norms, Facilitator Norms, Communication Norms using your own words and your own context.

Work Norms: I think work should be distributed evenly and switched to everyone for every project, so that we can improve as many skills as we can. The leader will set the deadlines for each person after discussing with his/her to fit his/her ability and schedule. If someone doesn't follow through on his/her commitment, the leader will talk to him/her to find out the reason, try getting everyone else to help that person if he/she is struggling (the credits will be reconsidered). If it still doesn't work, the team will talk to the teacher. The work will be reviewed by the whole team. If there is a different opinions or better ideas, we'll discuss about it as a team. The different work habits should be a personal issue, because at the beginning, everyone already agreed with the works and the deadlines.

Facilitator Norms: The facilitator will also be the leader. This position will be rotated for every project. This person will take responsibilities to keep the others up on track, announce everyone, and make sure everything is under control.

Communication Norms: For all the project related communication, we will keep it mainly on Slack and emails. Everyone will have to respond to any changes or announcements.

Meeting Norms: Everyone's schedule is pretty tight, so we put our meetings on the same day that we go to class (Tuesday and Thursday). We'll pick one person to manage the meetings (book a room in the library). We hold our meetings at the library. If there is a person who is late or misses the meeting, it should be noted in the report for the credit reconsideration. If he/she misses several meetings, this will be reported to the teacher.

(4p) As a team, select two cases out of the four mentioned in Handling Difficult Behavior. (use your own words and your own context)

Argues: If a person argues, we as a team will first listen to that person to understand their point, then we will discuss with the whole team to figure out the solution for that.

Too quiet: If a person is too quiet in the meetings either online or in person, the rest of the team will encourage him/her to contribute ideas or any suggestions.

(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 team is having trouble reaching consensus, we will take every else's e's other decisions and vote. The majority's decision will take effect.

(3p) What should you do if person may reach a decision more quickly than others and pressure people to move on before it is a good idea to do so?

We need to make sure that everyone understands our goal which is aiming for the quality of the work. Therefore, if everyone agrees that it is not a good idea to do so, that decision need to be placed in a team discussion for better solution.

(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.

Everyone should take credits for what they did in the project. If one's work doesn't meet the team's expectation, that work will be passed evenly to the others, and the credits will be reconsidered.