**Ejemplo**:

Lista de posibles problemas del grupo

• Algunos miembros del grupo no muestran respeto por los demás, o no escuchan con atención las opiniones del resto.

• Damos muchas vueltas a las cosas, repitiendo argumentos, y no avanzamos

• Constantemente nos interrumpimos unos a otros

• Cada uno insiste en sus propias ideas, y no intentamos trabajar y desarrollar las ideas de los otros

• Permitimos que algunos miembros del grupo dominen al resto

• Algunos miembros del grupo no contribuyen lo suficiente

• No tenemos claras nuestras tareas y nuestros objetivos

• No establecemos con claridad nuestras decisiones

• Cuando tomamos decisiones, no establecemos con claridad quién debe hacer qué cosa

• Con frecuencia, discutimos sobre cosas irrelevantes o poco útiles para nuestro trabajo

• El trabajo no se está repartiendo de forma equitativa y por consenso

• No nos explicamos suficientemente los unos a los otros los resultados de nuestro trabajo independiente

• En nuestras reuniones suele haber muchas ausencias

• Las reuniones no están bien planificadas y dirigidas

• Algunos miembros del grupo no hacen suficientemente bien su parte del trabajo

| Risk | How to prevent | How to manage |
| --- | --- | --- |
| Member does not work | Regular reports | Communicating via Discord |
| Files lost | Online backups | Shared folder in Google drive |
| Poor communication | anything should be clearly clarified | Ask frequently if someone missed |
| Team member quitting | Have more than one team member in a task. Assign a substitute for each task | Reassign work |
| Some member of the team is stuck with some task | Constant communication and asking each other if someone has any problem with the task assigned to him/her | Communicating via Discord.  Helping each other |
| Conflict between members | Respect and acknowledge other’s ideas | Resolve the conflict in a meeting |
| Errors in some of the tasks | Having more than one team member in a task | Having another team member check how the task was done |
| Lack of communication within the team | Having regular meetings | Using discord with for regular meetups |
| Team members with different backgrounds and different culture | Constant communication and trying to understand each other | Regular meetups, discord |
| Another pandemic | Using online tools | Using discord and google drive to keep communication |
| Low data quality | Correct data treatment | Use the correct tools to improve the data quality |
| Some member of the team does not feel comfortable with the tasks he/she has been assign | Make a plan and assign tasks taking into account everyone's opinion. | Communication |
| Initial plan errors | Make an initial plan taking into account that it can be changed or updated. | Check constantly that the plan is being followed and adjust it accordingly. |
| Lack of experience by some team members | Making pairs of one of the team members experienced | During the task distribution make sure the pairs are distributed correctly |
| Missing tasks in the initial task distribution | Check of the initial list of tasks realized by all team members | Use the delivery file to check that all the task are included |