

## Comm 318 Team Norms and Expectations for Peak Performance

Team Members will fill out this form together; each member posts a copy to Canvas.

Certain behaviors frequently create problems for groups/teams. To counter this, your team will create norms/expectations that will encourage a positive learning experience and help hold each other accountable. Later in the quarter your team should revisit these as you prepare for your final presentations. If difficulties arise within your team, these will be consulted. I will review these and sign off on them after each team member has posted a team copy to Canvas.

- 1. How to Benefit from teamwork:** You will be working with a team of 4-5 people during class on the Workshop Presentation Team (WPT) Assignment. To work effectively, every member of your team needs to contribute. If a member misses a class or scheduled meeting or fails to contribute on a team assignment, that person will not earn full points for the assignment, (on a case-by-case basis you can be “fired” from the team). You will have the opportunity to evaluate each other after your workshop; evaluations are confidential and allow me to see how individual team members contributed to the collaborative assignment.

Use the following questions to guide your norm creation:

### 2. Please discuss these prompts:

- What are each team member’s expectations for this course?

To receive an A for the class. We want to learn from the Teams Workshop building structure.

- What do you hope to get out of interacting with your peers?

Learning how to communicate professionally, managing conflicting schedules, and building networks.

- Share your reservations and prior experiences with group work. How do you hope to address these issues should they arise within your team this quarter?

People are not showing up, pulling their weight, not communicating, and ghosting the team.

**Please answer these questions (type ALL responses with regular text following each question, NOT bold):**

What are three (3) goals we can set for ourselves when preparing the workshop presentation? (*Professor’s note:* there is a separate sheet for a Detailed Action Plan)

1. A (93%+) grade

2. Manage each other's schedules, inform in advance if you can't make it. Mimic a workplace setting.
3. Some people didn't communicate in the past. We hope to inform people in advance if people can't make it, pull your weight, ask for help when you need it. Learn to address a potential issue, communication is key, if there is a problem we address it together
  - **How can we share the work equally? Making our own slides, peer reviewing each others work and making sure it blends in together, and that people do an even amount of work**

We are going to assign tasks to ensure everyone has an individual part they can be held accountable for. We are going to set mini goals so we can make sure no one gets left behind or gets too far ahead in the process.

- **How are we going to make decisions? Particularly when dividing the work?** Everyone is going to have an equal amount of authority in the group. We don't want to have a "leader", instead we want everyone to be able to speak their thoughts. There are no dumb questions or opinions, and we'll ensure that every decision possible is a team one.

- **Will we attempt to meet out of class? How/when?**

Yes, we will meet after class on Tuesdays and or Fridays as necessary.

- **How will we inform each other if we are running late or absent from class and/or team meetings?**

We have a Microsoft teams chatroom where we will update our team in advance in case of absence.

- **In addition to notifying the professor, what is a fair and equitable way we will deal with a chronically absent or under-participating team member?**

We will communicate as a team. If someone is falling behind, we aren't going to assume malice when it's very possible that they're busy with other obligations. If there is someone who is under-performing, we'll have a conversation as a team and give the member a fair chance to change and work on their contribution before jumping to conclusions.

- **How should we deal with a member who distracts the team/class? What can we do to stay focused in class and meetings?**

We all want to work on this project when we're together, so we'll say that we need to stay on track and work together if we do get off track. Setting goals for individual class periods or meetings can also help this if getting distracted becomes a chronic issue.

**4. Your signatures indicate that you have individually and collectively agreed to the above norms.**

Team # 5

Team Name: JAMMF

Date: 02/14/2025

Signatures:

#1: Ashley Dodson

#2: Molly Wendel

#3: Faith Hill

#4: Morgan Mastorovich

#5: Jacqueline Soto Mendoza