15.279 Teamwork Questionnaire

Directions: As we've discussed, one of the things that helps teams function smoothly is agreement upon a basic set of norms having to do with goals, work norms, the role of the facilitator, etc. In order to create those norms for your 15.279 teams, we would like you to fill out the following questionnaire. In the next class, you'll meet in teams so that you can compare individual answers and make some decisions about how you would like your team to run.

Goals

1. What are your expectations about what your 15.279 team will accomplish this semester?

2. What are your personal goals for improving your teamwork and communication skills this semester?

3. What kind of obstacles do you think you might encounter in trying to reach both your team goals and your personal goals?

4. 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?

5. Is it acceptable for two or three team members to do more work on the assignment in order to get an "A"?

Work Norms

1. How much time per work do you anticipate it will take to make the project successful?

2. How will you decide who should do what on the report and oral presentation?

3. What will happen if someone doesn't follow through on a commitment (e.g., misses a deadline, doesn't show up to a meeting)?

4. What happens if people have different opinions on the quality of the work?

5. How will you deal with the different work habits of individual team members (e.g., some people like to get assignments done as early as possible; others like to work under the pressure of a deadline)?

Meeting Norms

1. Do you want to have a standing meeting time?

2. How often do you think the team will need to meet outside of class? How long do you anticipate each meeting will be?

Decision Making

1. Will you need approval of every team member before making a decision?

2. What will you do if one every team member except one agrees on something?

Facilitation Norms

1. How often will you rotate the facilitator position? How will you decide on whose turn it is to facilitate?

2. What will you do if one person seems to be dominating the team process?

3. What will you do if you feel most of the facilitation responsibilities are falling on you?

Communication Norms

1. Is it generally easier to reach you by e-mail or voice mail? If it's voice mail, what are the hours people may call?

*   *   *

Any other thoughts or comments?