Basics of Good Teamwork and Productive Meetings

CS 100: Introduction to the Profession Matthew Bauer & Michael Lee

Agenda

- How to develop good teamwork
- How to have productive meetings

Goals of Good Teamwork

- The task gets accomplished
- The satisfaction of team members is high

Strategies for Good Teamwork

- Get to know other members of your group and their strengths
- Set ground rules for the team
- Keep lines of communication open
- Know how to avoid (or solve) common problems
- Use strategies for productive meetings

Team Ground Rules

- Communication Norms
- Work Norms
- Meeting Norms (details to follow)

Common Problems

- Floundering
- Going Off on Digressions and Tangents
- Making a Decision Too Quickly
- Not Making a Decision
- Feuding Between Group Members
- Ignoring or Ridiculing Others
- The Group Member Who Does Not Do Their Share of the Work

Meeting Norms

- Scheduling Norms (for work outside of lecture/lab)
- Assigned Role Norms

Handling Unproductive Behaviors

- Overly Talkative
- Too Quiet
- Argues
- Complains

Team Member Satisfaction

May be different in an academic environment vs. a work environment

Recall Lab 00 - Panopticon Escape Room

How did your team function during the exercise? What worked and what didn't?

Recall team academic projects from previous schooling

How did your team function during the exercise? What worked and what didn't?

The Ineffective Meeting - Training Video Sample

Watch
https://www.youtube.com/watch?v=SnJVEpyy-Bw
and note the issues for discussion afterwards

Final Thought - MIT Study - The New Science of Building Great Teams

https://hbr.org/2012/04/the-new-science-of-building-great-teams

The data reveals that successful teams share several defining characteristics:

- Everyone on the team talks and listens in roughly equal measure, keeping contributions short and sweet.
- Members face one another, and their conversations and gestures are energetic.
- Members connect directly with one another—not just with the team leader.
- Members carry on back-channel or side conversations within the team.
- Members periodically break, go exploring outside the team, and bring information back.

The data also establish another surprising fact: Individual reasoning and talent contribute far less to team success than one might expect. The best way to build a great team is not to select individuals for their smarts or accomplishments but to learn how they communicate and to shape and guide the team so that it follows successful communication patterns.