Course Assignment Teaming
Team Policies

Your team will have a number of responsibilities as it completes problems and project assignments.

Assignment Team Roles
For each assignment, the team will have a coordinator, recorder, monitor and checker. Rotate these roles for each assignment. (The assignment coordinator is different from the “team leader”.)

Where and when to meet
Agree on a common meeting place, meeting time, and what each member should have done before the meeting. The assignment coordinator reminds the team members of when and where the team will meet and what each member must do before the meeting.

Do Your Individual Preparation BEFORE the meeting.
Your individual preparation includes reading, preparing initial design, performing simulations, or writing a rough draft.

Meet and Work
At the meeting,

- the coordinator keeps everyone on task and makes sure everyone is involved;
- the recorder prepares the final solution or report to turn in;
- the monitor checks to make sure that everyone understands both the solution and the strategy used to get the solution;
- the checker double-checks the solution before it is handed in.

Before the meeting is over, agree on the meeting time, meeting place, and roles for the next assignment. (For teams of three, the monitor and checker should be the same person.)

After the Meeting
The checker turns in the assignment. On the assignment is the team number and the names of every team member who participated actively in completing it. If the checker anticipates a problem in being able to submit the assignment, it is his/her responsibility to designate someone to turn it in.

Review returned assignments
Make sure everyone understands why points were lost and how to correct the errors.

Consult with the professor if a conflict arises that cannot be worked through by the team
Conflicts will arise. This is a fundamental fact of life. Make every attempt to work through any team conflict before contacting the professor. The professor is the ultimate arbitrator and his/her decision is final.

If a team member refuses to work/cooperate, his/her name should not be included on the completed work.
If the non-cooperation continues, the team should meet with the professor so that the problem can be resolved, if possible. If no resolution is achieved, the cooperating team members may notify the uncooperative member in writing that he/she is in danger of being “fired”, sending a copy to the professor. If there is no subsequent improvement, they should notify the individual in writing (with a copy to the professor) that he/she is no longer with the team. The fired student should meet with the professor to discuss the options. Similarly, students who are consistently doing all of the work for their team may issue a warning memo that they will seek drastic action unless the other team members start cooperating.

As you will find out, team work is not always easy — team members sometimes cannot prepare for or attend team meetings because of other responsibilities, and conflicts often arise because of differing skill levels and work ethics. When team work and communicate well, however, the benefits more than compensate for the difficulties. One way to improve the chances that a team will work well is to agree beforehand on what everyone expects from everyone else. Reaching this agreement is the goal of you first assignment.