**TEAM D**

**(ABHAYPRATAP SINGH, GURMAN KAUR, JASJOT KAUR, NAMAN PREET KAUR, SAHEJ BRAR)**

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| **Team Name:** TEAM D |
| **Team Members:**   1. ABHAYPRATAP SINGH 2. GURMAN GILL 3. JASJOT KAUR 4. NAMAN PREET KAUR 5. SAHEJ BRAR |
| **Assignment Name: TEAM SUCCESS ASSIGNMENT** |
| * **Describe Each Team Members Duties and Responsibilities:**   For this assignment, being the first assignment that we did as a group, we delegated the work in 3 fractions us being 5 group members helped with that.   * Gurman Kaur (Leader) - Was responsible for recording the discussions and information discussed during the team meetings, she was also responsible for keeping track of the work done by other group members. She was to see over the project as leader and made the team logo and decided on the team’s name and made the members sign the contract and she did the final editing and submissions. * Jasjot Kaur – She was given the part describing the team goals. She added them to the assignment as well as she added her individual knowledge, skills, and abilities. Additionally, she described the process of disciplining and removing a team member. * Abhaypratap Singh – He mentioned his skills, knowledge, and experience that he brings into the team. He also added the extra considerations to be made during the period we are all working as a team. * Naman Preet Kaur – She specified the individual skills and abilities that she has as well as she was delegated with the part of performance management and disciplinary procedures along with team behaviors. * Sahej Brar – He added his part of the skills that he has along with the summary statement and team values. |
| * **Describe all dates, times, observations and summarized details from your meetings, discussions, deliverables:** * January 19 (11:30am) – It was a brief meeting by the group to decide the future course of actions and to know each other better so that we as group can bond so that in future meetings, we can be more comfortable in presenting our ideas. We introduced each other in an informal way and discussed the significance of this subject for our overall grades. As a result of this meeting the group members started talking in a more casual way. * January 26 (11:30am) - As mentioned in the contract we had a meeting after the class so that we can discuss more about the assignment after noting the main factors such as the values, the behaviors that are accepted and which are not and what is going to be the disciplinary actions. After discussing these points, the work was delegated, and Gurman was selected to lead the team for this assignment. * January 28 (1 pm) - It was a zoom meeting to give an update on the completion of everyone's part in the assignment as well as discussing the part of extra considerations that we wanted to include. This meeting was held for 2 hours so that as we were discussing the team members who did not complete their, they did that and by the end of this meeting Gurman started editing the assignment. |
| * **Describe your team’s observations of the overall team performance:**   It was the first assignment that we all five were working together, the assignment turned out to good as we were clear about the discussions and meetings, everybody was responsible for keeping the team updated about their part which resulted in a formation of a good assignment before the actual deadline of the project. As the team was at its developing stages everybody was not open with their ideas in the discussions but were confident of the parts they were given. Easy common ground was achieved for every aspect of this assignment which resulted in its success. |
| * **State your team’s position on Tuckman’s Group Development Model at the beginning and end of Assignment:**   At the beginning of this assignment our team was at the forming stage as everybody was working individually with their understanding and ideas rather than being open and discussing them in the meetings. Trust was missing. Each individual was trying to avoid any conflict.  By the end of the assignment trust was developed. The identity of the group was no more of an individual rather than started developing as that of a group. Group mates started sharing their ideas as well as being open to discussing different viewpoints**.** |
| * **Briefly explain any progress and/or challenges experienced:**   The progress in the development stages of a group formation from forming to norming was a huge one which was achieved by the end of this assignment. The challenges that as a group that we faced were meeting setups. Everybody has a tight schedule being international students we all were working and were managing load of 4 courses, which made it difficult to decide on the time. So, we had to deal with missing group members from the meeting by giving them a brief description of what was done in the meeting. |
| * **Include a realistic goal for where your team would like to be (Tuckman Model) at the end of the next assignment:**   Moving on, we would like to progress to the performing stage with a formidable team identity and delegated roles. |
| * **Describe details of any change/growth/action required in attitude, performance, engagement, and communication for any/all team members.**   As the team was at the norming stage and forming stage for this assignment the performance of the team members was fine. All the team members at this point of time will need to be able to improve their communication because it was noted that the environment when discussing different views on same idea was overbearing for few which can change and lead the team to performing stage. |
| * **Create an action plan (using theories and frameworks from course) to implement any required changes to the above and how you intend to measure their success**  1. Motivation – It is important that the team members are motivated to actively participate in the assignments which are crucial for scoring well in this course. As Denial Pink talks about two theories – Theory X and Theory Y. Our team leader can adapt both theories as to stay motivated both intrinsic and external factors are needed such as self-control, being creative, liking what an individual does, these will keep the teammates motivated for a longer period but external motivation such as appreciation from the professor and good grades can lose its charm but are instant workers as a motivator. The team leader will have to use both theories so that teammates are motivated. 2. Communication – As discussed above communication needs to be improved as we know for a team to work well and enhance harmony between the group members clear communication of the ideas and information needs to be done. The teammates need to understand that they are collaborating with people from diverse cultures and backgrounds such as the difference in how people communicate in high context and low context culture is different. So this needs to be made clear by the leader. The other factor is our teammates need to do active listening. 3. Group Meetings – Team leader must play a crucial role in setting up the meetings as the objective is to be determined and that the leader will have to decide whom to ask to attend the meeting, when and where. For a successful meeting, the leader needs to implement the action plan as well as motivating the team members to communicate so that the result assignment is well presented. |
| * **Include any other relevant observations, successes, events, details to support your review**   What was noted that few group members were engaging more as compared to the others as at the forming stage they were making connections on individual level which was also important so that we can move to the norming stage where our team's identity will start emerging**.** |

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| **Assignment Name: MOTIVATION ASSIGNMENT** |
| * **Describe Each Team Members Duties and Responsibilities:** * Jasjot Kaur**:** The team was led by Jasjot in the motivation assignment. She made sure that everyone was doing their part of the work, and no one was facing any issues. She read the book Drive by Daniel Pink and completed that part of the assignment * Gurman Kaur**:** She was responsible for maintaining effective communication in the group by ensuring that everyone is present in group meetings and if someone is not, they will be kept updated. She was responsible for the motivation techniques and concepts. * Naman Preet Kaur**:** She submitted the assignment on time. She also introduced the motivation assignment. * Abhaypratap Singh**:** He was responsible for editing the document and making sure the assignment was complete and no parts were missing. He wrote the action plan for the motivation assignment. * Sahej Brar**:** He was responsible for proofreading the document and checking the references. He also provided the summary and conclusion for the motivation assignment |
| * **Describe all dates, times, observations and summarized details from your meetings, discussions, deliverables:** * 12 February (12pm): The team met on a Sunday to make sure everyone could be present. Roles and responsibilities for the project were divided, and research was done on the assignment topics. * 16 February (11:30 pm): The team met after the class to review how everyone was doing with their part of the project. A word document was created to compile each person’s parts. The submission time of the project was also decided. * 17 February (10 pm): The team met one last time before editing the final document to make sure everyone was satisfied with the assignment content and quality. |
| * **Describe your team’s observations of the overall team performance:**   This was the first real assignment of the group, and everyone was still getting comfortable with each other. The team managed to complete everything on time and luckily there were no issues. Everyone completed the part assigned to them and the communication between the team was smooth and consistent. Since it was still the beginning of the semester, the team was motivated to perform good. |
| * **State your team’s position on Tuckman’s Group Development Model at the beginning and end of Assignment:**   The team was between the forming and the norming stage since the members were still not extremely comfortable with each other and felt shy in expressing their opinions. There was still a lot of dependence on the team leader for everything. However, there were also a few disagreements that were beginning to occur, and everyone was questioning their roles for the assignment. At the end of the assignment the team was fully into the norming stage since serious issues were starting to arise. |
| * **Briefly explain any progress and/or challenges experienced:**   Working as a team encouraged team members to share responsibility and accountability. Each team member took ownership of their job and contributed to team objectives, ensuring that everyone was actively involved in the team's progress. This shared responsibility assisted in dividing workload and relieving stress on individual team members, resulting in more efficient progress towards team goals. |
| * **Include a realistic goal for where your team would like to be (Tuckman Model) at the end of the next assignment:**   By the end of the next assignment our team would like to be at the performing stage to assure that the team understands the common goals, objectives**,** and vision and is working together to achieve them. |
| * **Describe details of any change/growth/action required in attitude, performance, engagement, and communication for any/all team members**   No major change is required for the growth of all team members except for being respectful of someone’s availability. If team members have fluctuating availability due to other obligations, try to arrange mutually agreed meeting times or use solutions that allow for effective communication and decision-making, by providing chances for team members to contribute input and voice their ideas, later before finalizing a decision. |
| * **Create an action plan (using theories and frameworks from course) to implement any required changes to the above and how you intend to measure their success**  1. Create a protocol for Communication and Decision-Making: Develop a clear communication and decision-making protocol that outlines the team's attendance requirements, communication tools, and decision-making procedures. This method should be created and distributed to all team members to ensure knowledge and adherence. 2. Delegation and Empowerment: Encourage team members to delegate decision-making authority to others in their absence and to give others the ability to make decisions on their behalf. This can be performed by issuing specific delegation instructions.   By implementing this action plan, the team may enhance their collaborative behaviors and make the essential changes in communication and decision-making. |
| * **Include any other relevant observations, successes, events, details to support your review**   If a member of the team missed a meeting, the team chose what decisions to make and what responsibilities to allocate. This occasionally caused difficulties for the missing individual, who had to accept whatever was allocated to them without expressing their own interest or opinion**.** Although the team members helped in completing the task, but voice of every team member should be valued and heard. |

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| **Assignment Name: TEAM TEACHBACK** |
| * **Describe Each Team Members Duties and Responsibilities:** * Abhaypratap Singh (Leader): He delegated particular responsibilities and subjects to other team members. He set the meeting hours and ensured that the task was completed accurately and on schedule. He also organized the presentation's kahoot quiz. * Gurman Kaur: She was tasked with editing and finishing the presentation slides. * Jasjot Kaur: She was tasked with editing and finalizing the presentation alongside Gurman. * Naman Preet Kaur: She was the team's communicator. She was tasked with ensuring that all team members completed their tasks in an organized way. * Sahej Brar: He was in charge of bringing back suggestions for the teachback to make it more interesting and participatory.   Every team member made an important contribution to the teachback by bringing real-life instances of decision making and gathering information about various aspects of decision making for the presenting in the class. |
| * **Describe all dates, times, observations and summarized details from your meetings, discussions, deliverables:**    + Feb 22 (10am): The team met on a Zoom call on Wednesday at 10 in the morning to discuss the topic and the requirements of the teachback. Tasks and Duties were assigned after the discussion so that everyone could start their work individually.   + February 27 (9pm): The team members met at Zoom to check how everyone is working on the presentation and their part of the topic; to know whether anybody needs help with something or not.   + March 1 (5pm): To finalize the slides made for the presentation and practice it a few times so that everyone is familiar with their slides and topics.   + March 1 (10pm): To have a final rehearsal for the presentation for the next morning in class. |
| * **Describe your team’s observations of the overall team performance:**   The team has seen a considerable improvement in team chemistry. Team members respect, trust, and support one another. There is a strong and cohesive team culture, and team members like working together, resulting in increased team morale and satisfaction. |
| * **State your team’s position on Tuckman’s Group Development Model at the beginning and end of Assignment:**   When the team was at the forming stage, the members were trying to understand the assignment's requirements and topics along with establishing roles and responsibilities.  At the end, during the performing stage, everyone had established a high degree of cooperation, communication, and productivity, within the team and members were successfully working together to fulfill the assignment's objectives. |
| * **Briefly explain any progress and/or challenges experienced:**   The progress made by this team with the help of the team teachback was encouragement among members to participate actively. Members were more actively involved in the learning or task process as they were held accountable for presenting or sharing their work with the team. This prevented passive involvement and encouraged team members to take responsibility and accountability. |
| * **Describe details of any change/growth/action required in attitude, performance, engagement, and communication for any/all team members**   **There was** |
| * **Include any other relevant observations, successes, events, details to support your review**   All of the team members were extremely supportive of one another and pleaded with one another to finish their sections of the project. Everyone on the team had distinct strengths, which allowed the members to learn a lot from one another. |

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| **Assignment Name: COMMUNICATION ASSIGNMENT** |
| * **Describe Each Team Members Duties and Responsibilities:**   At first about three weeks prior to the deadline, we gave everyone the task of producing an idea about the project or instance that we want to do the assignment on.   * Sahej Brar (Leader): He was responsible for taking everyone's input for this project and deciding the internal deadlines for the steps to be taken, he was also chosen in this project as the central authority who keeps a record of everyone's progress and work submitted. Ensure the work is done on time and if there are any distractions or delays then produce a follow-up backup plan. * Naman Preet Kaur: she was the first one to produce an idea, so she was given the responsibility of explaining to everyone about the instance in depth. She used her effective communication skills and helped everyone understand the idea better. * Gurman Kaur: She brought in her wonderful time management skills and contacted everyone to set reminders and review the work being done. She also played a crucial role in the making of the final presentation. * Jasjot Kaur: She used her brilliant research skills and brought more information to the table; she was also responsible for finding the different communication techniques used in context to the text and course. * Abhaypratap Singh: He used his skills to review and edit the work being submitted by different individuals and reporting to the group leader in accordance and in a timely fashion. He edited the major parts out of research and techniques. Submitted the final presentation and report after finalizing the edits. |
| * **Describe all dates, times, observations and summarized details from your meetings, discussions, deliverables:** * 24 March (12 pm): Everybody met after the class and was asked to pitch in the ideas that they thought could be worked upon and a full brainstorming and recording of ideas took place. Not only this but the deadline for the next step of finalizing the idea was decided. We also set a hierarchy of communication that was to be used during this project. * 29 March (11 am): We all met on zoom and the responsibility and parts for the presentation and report were distributed. The meeting also debated the pros and cons of choosing the idea and a complete in-depth analysis of the idea was done. Next the idea was finalised, and different members were told to prepare their part before the next meeting. * 3 April(4pm); All the members met in person and prepared for the presentation. A rehearsal of the presentation was done, and everybody was distributed their part to be spoken, we also practised upon the questions that could be asked by the audience and prepared the answers. |
| * **Describe your team’s observations of the overall team performance:**   All the members of our team were satisfied as we had been working together now non different assignments together, we had an idea about the expectations from each other and enjoyed every step of us working together on our last project. We cherished every moment and appreciated each other's efforts on the assignment. |
| * **State your team’s position on Tuckman’s Group Development Model at the beginning and end of Assignment:**   Our team was still forming at the beginning of this task because everyone was concentrating on their own understanding and ideas in the meetings. Each person was attempting to avoid any potential dispute as it was one of our last projects together.  By the time the project was over, trust had become the strongest factor of our team. The group's identity was no longer that of an individual and it had instead begun to take the form of a group. |
| * **Briefly explain any progress and/or challenges experienced:**   There were many challenges and obstacles faced during the assignment but the biggest was our group leader falling sick a day before the presentation, so we had to divide his portion among us and present accordingly. This was so far the most challenging and toughest to overcome but ended with us building a stronger bond and trusting each other more. |
| * **Describe details of any change/growth/action required in attitude, performance, engagement, and communication for any/all team members**   Everyone was incredibly supportive and engaging, everybody worked hard and stayed committed to their duties throughout the course any alteration that I would like to make in someone's behavior was already done by them during the course. |
| * **Include any other relevant observations, successes, events, details to support your review**   We played a huge part in making this course memorable by not missing any deadlines and having no disputes at all by the end of the course. The last-minute handling and delegation of our team leaders' work and part to be spoken amongst ourselves was so far the biggest achievement that I noticed. |

**Team Reflection Summary**

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| * **Summarize the genuine successes and challenges your team encountered:**   The biggest challenge faced by our team was finding common times to meet. All five of us were never available to meet at the same time. However, we figured a way around this problem. If four of us were available to meet, we would do so, and we assigned someone to update the fifth person with what happened during the meeting. Another major challenge we faced was procrastination and completing the assignment at the very last minute. Most of us are procrastinators and tend to delay our work till the very last minute.  A genuine success for us was the delegation of authority throughout the course. Every assignment was led by a different member who took over the leadership role and made sure everything for their specific assignment was done completely and properly. We were also able to cooperate very well as a team. We clicked and made a connection on our first meeting and built upon it throughout the course. |
| * **Describe the overall experience of your team throughout the semester/course:**   The overall experience for the team was bittersweet. We met each other in the class and did not know each other before then, but we were still able to connect well with each other. One of the reasons for this might be the similar cultural background we share. None of the members ever felt excluded or like they were not a part of the team. We moved forward together and advanced as a team and not as individuals. Every team always must face some issues like communication barriers and motivation affecters. There were times in our group as well when we did not agree with each other but rather than leaving or ignoring that issue we embraced it and tried to solve it there and then. This course was a great leadership and communication lesson. |
| * **Refer to specific examples of change/growth/action regarding the team and/or specific team member’s attitude, performance, engagement, and communication:**   A specific growth that all of us experienced while working in teams was that we were all becoming better at communication in a group. All the team members experienced this at their workplaces the most, where this skill is best tested. We were able to convey our messages more clearly. The flow of communication was smooth and easy as compared to our earlier communications. We also understood what the other person was saying more easily. Communication is the most valuable tool in teamwork, and it is the one that we improved the most.  As Individuals, Gurman Gill was the one who performed the best throughout the course. She was always on time and attended most of the classes to make sure that we did not miss anything important. She was also the one who kept everyone motivated to complete their tasks till the very end.  The end of the semester was tough as it always is with a lot of research papers and assignments due, but every member made sure that they completed their parts on time. |
| * **Summarize the theories and frameworks used when introducing the change/growth/action (from above examples) and the extent to which each intervention was successful:**   Several aspects of verbal and non-verbal communication participated in the group’s development and growth. The team-members got familiar with each other’s body language. Gurman used several methods to keep us motivated like Maslow's esteem and self-actualization needs. She kept reminding us how we would be appreciated for our work. |
| * **Conclude your report by explaining what the team (and each member) learned (enjoyed and disliked) throughout their experience in this team and the course:** * **JASJOT-** Learned the importance of listening to others more than talking yourself. Enjoyed being a member of a group for the whole course. Disliked waking up so early to come to class. * **GURMAN-** Learned how important it is to be patient in any case and handle everything calmly. Enjoyed bringing food baked by her for her teammates. Disliked that her teammates were procrastinators but learned that not everyone can work without pressure. * **ABHAYPRATAP-** Learned that working in a team is an overly complicated but pleasant experience. Enjoyed learning how to lead a team. * **NAMAN PREET-**Learned that teamwork is a developing process and takes time and effort. Enjoyed doing everything together as a team. Disliked giving presentations * **SAHEJ-** Learned that communication is particularly important for effective teamwork. Enjoyed making new friends. |
| * **Describe the team’s final position on Tuckman’s Group Development model, including how you intend to implement/manage the adjournment stage:**   The team is at the very end of the performing stage, the fourth stage in Tuckman’s group development model. Since this is our last assignment, we are nearing the finishing line, that is the adjournment stage. We were able to get together, overcome our problems and complete our work as a team. As we are nearing the end of this course, the adjournment stage is starting to set in. The team members are beginning to realize that the end of the team is near. This is making everyone nostalgic since we are more than just groupmates now, we are friends. However, the adjournment stage will take place with the end of the course approaching. All of us are slowly starting to accept it. |