

Learning team charter team “b”

[Sociology](#), [Communication](#)



LEARNING TEAM CHARTER — TEAM " B" | Course Title | | | | LAW/421
 CONTEMPORARY BUSINESS LAW | | | | | | | | | | Team Members/Contact
 Information | Name | | Phone | | Time zone and | | Email | | | | | Availability
 During the Week | | | | Dawn | |(801)543-9908 | | | | | Chapman | | | | EST
 Mon-Sat 10 a. m.-11pm | | Me2kuddle@yahoo. com | | | | | | | | Katrina | | | |
 | | | | Amos | | 517-574-0641 | | East- every day after 7pm | |
 Katlynnne3@gmail. com | | | | | | | | | Kerry Metz | | 724-320-5738 | | EST
 varies on my work schedule | | Kerryk0374@yahoo. com | | Paul Faber | |
 301-256-4065 | | EAST NIGHT TIME | | Paul. faber8@gmail. com | Team

Ground Rules and Guidelines 1.) What are the general expectations for all members of the team? Dawn- Every team assignment will be finalized and turned in to its appropriate forum no later than twenty-four hours prior to the syllabus deadline. Non-participating team members will have their name removed from the work and they will not get credit for the project. It is the responsibility of our Team leader to make sure that everyone has the chance to speak. It is also his or her responsibility to make sure that everyone stays on track of where the meeting should be going. Due dates are generally Mondays, and if parts are not completed and we are not able to get in contact with that individual then the team leader will appoint backups to accomplish the task needed KATRINA- To have each members work for the team submitted in enough time to allow for editing and final revisions to be made. The team members need to keep the team updated to what is going on if there is an issue of turning in work on time so that an alternative option can be present. Kerry- To keep open & consistent communication among the team. Expectations for Time Management and Involvement (Participation,

communication with the team, accessibility, etc.) Dawn- Complete assignments/projects in a timely and successful manner. Learn effective collaboration methods for online learning. Meet at regularly scheduled times, weekly. Given that our lives are full, we may experience difficulty scheduling our meetings and our assignments. Our strategy for overcoming this will be to set "by when" times clearly before each assignment, and give a little extra time in each "by when" for those who may need a little extra time.

KATRINA- Every person in the team needs to have their work completed on time and if there is an issue then the team should be notified in enough time for alternative action to be made. Each of our grades depends on each other and that is important to remember. Ensuring Fair and Even Contribution and Collaboration What strategy will you use to ensure that all team members are contributing and collaborating appropriately? Describe the communication strategy you will use if a team member is not contributing and collaborating effectively. How will the team manage conflicts between team members? Dawn- If for some reason you cannot meet the requirements set by the members of the team, you need to notify everyone ASAP so we can help cover the slack, COMMUNICATION is the key to our group's success! There will be differences of opinion, no one group member is the soul voice of the group, group members will do their best to reach a best case solution. Any conflicts that cannot be resolved among the group members will be forwarded to the course instructor for resolution. KATRINA- Each team member should share an equal amount of work load and no one person should be doing all of the work. Team means just that we work together and each give our contribution to the work. Communication should be polite and

nonjudgmental the team as a whole or individual. We do not know what is going on in each other's lives so we should be patient and motivating.

Special Considerations What do you, as a team, agree will make this team experience different from past team experiences? Dawn - If there is a problem with a team member not completing his or her assignment we will: First, be open and flexible with other team members, and gently reminding them of what they said they were going to do. Second, be accommodating in our approach to collaboration. Third, we confront the team member privately, having our team leader do the confronting. Fourth, we ask our instructor to get involved. KATRINA- If there is a situation where a team member cannot do or complete their portion of the work the team should come together and help. Keeping the team up to date is important since the work is a collaboration and it affects all of us. TEAM MEMBER SKILL INVENTORY Dawn- Project management, written communication skills, presentation skills, multimedia courseware design. I am good at gathering information and writing papers, but my formatting and references should always be double checked. I am very good at putting together final presentations and anything to do with PowerPoint. I have been told in several of my classes that I expect a lot of people and often have poor communication skills (I get frustrated when I have to explain things several times). I am trying to work on this so bear with me! KATRINA- Efficient in all Microsoft Office programs and am able to format each document appropriately. I can conduct research and communicate effectively with the references documented accordingly. I have a high expectation of everyone treating each other with respect because we do not know what crosses the

other bares and we do not want to be disrespected so no one else should be disrespected as well. Motivation is key to any team! KERRY- I am efficient in all Microsoft programs as well and a very fast typer! I am great at doing research but I do have a changing weekly schedule. (I work retail unfortunately!) I feel as long as everyone keeps open communication and completes assignments with time to finalize we should do great!