**TEAMS- Cool Runnings Assignment #4**

1. **Determine the Roles You Need**  
   The roles most often needed for group work include facilitator, recorder, presenter, timekeeper, and artist, make up a ROLE you will require or need for your group.
2. **Provide TEAM MEMBERS with Expectations for Roles**  
   When you first decide roles understand that they may overlap with another person or that roles may change as you go through the process. You want to make list(s) of what it looks like when the role is performed well and when it is not performed well.

**WHAT IS YOUR PLAN OF ATTACK! -** How are you going to tackle this project as a group? TAKE NOTES!!! Make sure everyone knows their part.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Role | Responsibilities | Equipment |
| 1  CEO | Contact info |  |  |  |
| 2  VICE | Contact info |  |  |  |
| 3 | Contact info |  |  |  |
| 4 | Contact info |  |  |  |
| 5 | Contact info |  |  |  |
| 6 | Contact info |  |  |  |
| 7 | Contact info |  |  |  |
| 8 | Contact info |  |  |  |
| 9 | Contact info |  |  |  |
| 10 | Contact info |  |  |  |
| 11 | Contact info |  |  |  |
| 12 | Contact info |  |  |  |

**The CEO can be replaced by the TEAM it is NOT working for the TEAM- How would you go about this?**

**PUSH KART- Project Planning Sheet**

|  |  |
| --- | --- |
| **PUSH KART NAME:** all boats have a name (your push kart should too) | |
| **SET A GOAL (WHAT DO YOU WANT TO ACCOMPLISH OR WHAT IS YOUR UNDERSTANDING OF THE PROJECT):** | |
| **DESIGN of PUSH KART:** | **TEAM RULES & EXPECTATIONS:**   * What will you do if the “CEO” is too bossy, and people are not feeling heard and or comfortable?   *Example: they will be approached and told what the issue(s) is/are and if they still do not comply, they will be replaced by your VICE CEO.*   * What will you do if some people are NOT contributing in a positive manner- GROUP MAKES THE RULES! * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**DISUSS:**

What are some of your KEY STRENGTHS you have as a TEAM that other teams may not have?

What are some POTENTIAL struggles that you as a TEAM are going to have to overcome and how will you do that?

**BELOW YOU WILL FIND SOME POSSIBLE ROLES AND THE EXPECTATIONS OR ACTIONS OF THESE ROLES**

**1. Facilitator**

The facilitator is often the leader of the group. They clarify the team's objectives, make sure every member understands their role and assign tasks to members so they can help the team achieve their goals. Facilitators lead group meetings and set deadlines to keep members on task.

Facilitators have different leadership styles. Some take an autocratic, or authoritative, approach to team management. They establish structured rules for members and maintain complete control. Democratic facilitators welcome feedback from team members when making decisions and delegating tasks, and laissez-faire facilitators have a laid-back approach and exercise minimal authority.

### 2. Initiator

Initiators contribute ideas and suggestions for resolving problems within the group. They listen closely to what other team members say and use the information they gather to propose alternative solutions. Initiators also gather information from old ideas to find new solutions to important or recurring issues. People in the initiator role tend to be highly vocal and proactive in their duties. They drive change and encourage others to act.

### 3. Arbitrator

Arbitrators function primarily as observers. They monitor interactions and progress within the group and may attempt to intercede to prevent conflict. If they sense a misunderstanding, they offer to clarify both sides for the team members involved. Arbitrators contribute to team success by making sure every member can express their perspective, offering praise to all members, providing a neutral perspective for issues, and improving team morale.

### 4. Notetaker

Notetakers have the critical role of recording team meetings and maintaining documentation of group activities. They record important points team members make, data, updates, changes and other important ideas and decisions. Then, they organize the meeting minutes and distribute them to team members. Their notes help keep the team working toward the same goal and ensure everyone has the information they need to complete their tasks.

### 5. Coach

Coaches provide their team members with individualized support throughout a project. They have an extensive understanding of each of the roles and the tasks they need to accomplish, and they assist other team members by helping them overcome obstacles. Experienced professionals usually function as coaches because they can advise others based on their personal experience, so managers or supervisors often fill this role.

### 6. Coordinator

Coordinators bring people and information together to help them collaborate on common goals. They help arbitrators clarify ideas and suggestions team members make and determine ways certain team members can work together to streamline their tasks. A coordinator may also make recommendations to the facilitator about who would thrive in various roles and responsibilities. Coordinators recognize their teammates' strengths and know how they can complement those of others to create productive results.

### 7. Evaluator

Evaluators measure the team's progress in working toward the group objective. They communicate with individual members and the entire team to validate the completion of their tasks and make sure everyone agrees on roles and expectations. They also use the information they gather from members to determine if the team should change tasks or deadlines to accomplish their objectives. Evaluators understand the important key performance indicators for measuring each team member's success and progress. TIMEKEEPER would fit into this category- keeping people on task and on time.

### 8. Compromiser

The compromiser recognizes when conflict occurs between team members and formulates strategies for reaching a compromise. They help the team overcome challenges by explaining both sides and collecting feedback about how to find a reasonable solution that works well for everyone. Compromisers help their teams by mending relationships and preventing distractions associated with conflict. While the arbitrator may work to prevent issues from occurring, compromises thrive at resolving active conflicts.

### 9. Gatekeepers

Gatekeepers focus on encouraging communication between group members. They try to include everyone, particularly quieter members of the group. Gatekeepers believe everyone has something to contribute, and they help their team by facilitating a unified approach to reaching goals. People who act as group gatekeepers may also act as the main contact for all group members in between meetings.

### 10. Devil’s Advocate/Critic

The critic encourages others on their team to consider all sides of an idea or argument before concluding. They discourage the group thought mentality, where team members agree with each other simply because they feel like everyone else is doing it. Like gatekeepers, critics value all points of view and motivate others to do the same. They address any perspectives that don't already exist within the group to provide a thorough, objective discussion.

**OTHER--**