**Tips for Team Success**

1. Get to Know Your Team Members

This is important for the overall functioning of the team. Some things you might want to find out are the semester levels and degree programs of team members, information about work styles, and team members’ understanding of the project objectives and requirements. Try to identify common goals and expectations.

1. Exchange Vital Information

Determine the best means of communication among members. Share contact information (phone numbers, email addresses) as well as other important information, such as class and work schedules, and best times to meet. Create a master list with all the key information and distribute it to each team member.

1. Identify Strengths/Assign Tasks

Depending on the requirements of the assignment, identify each team member's strengths and divide the tasks according to abilities and interests. Choose a team leader (or leaders) if your instructor has not appointed one. The leader will make certain that all components of the assignment get completed. Put everything in writing to avoid confusion about each member’s responsibilities.

1. Build Positive Group Norms

Group norms are mutual understandings as to the way things will be done in your team. For Example, "we always come to meetings on time," "we respond to messages within 48 hours," "we always complete our assignments by the deadline." Set positive rules that all members agree to follow.

1. Set Check-ins and Deadlines

Periodic check-ins throughout the project allow you to share your findings and discuss any problems or new ideas, and monitor team progress to ensure that all members are completing their assigned task(s). Setting deadlines helps to ensure that the assignment is completed on time and avoids leaving work for the last minute. When setting deadlines, establish priorities (what needs to get done first).

1. Actively Participate

The best ideas come when all team members actively participate in discussions and the decision-making process. Team members should keep the team updated on their progress, and any difficulties that they are experiencing with their assigned task(s). Completing assigned task(s) by the established deadline ensures the project is finalized and submitted on time and avoids unnecessary stress. Each individual team member’s actions affect the team as a whole.

1. Do not be Afraid to Ask for Help

If the team is experiencing difficulties that they are unable to solve, ask your instructor for help with the next steps. Asking for help shows your instructor that you care about the outcome of the project and are willing to try alternative solutions to achieve success.