

Teaching Note: Team Work Plans and Reflection Responses

These two assignments work in tandem to help groups function as effective, collaborative and successful teams. These assignments also ask students to reflect on how they and others are contributing to the team. Finally, these assignments allow instructors to have insight into team dynamics as the group work unfolds.

Weekly Team Work Plan:

For each week of the team project, teams are asked to complete a team work plan that describes the work they see as necessary to meeting the final project goals. Work plans are created and submitted by the team as a whole before the work week begins.

Team work plan prompts could include the following:

What are the team's goals for the work week? What will your group produce by the end of the week (date can be included here)?

Who is doing what this week?

When and how will the group meet during the week?

What else does the group need to know about the week's work? For example, you might include a longer planning list for the project overall and move things around as the project develops. Or you might include a running list of questions that the group needs to answer as the project develops. Think of whatever the group needs to complete the final project on time.

Weekly Reflection Responses:

For each week of the team project, team members are asked to respond to a set of reflection prompts that ask them to reflect on how the work is going overall as well as how they are contributing to the project. Reflection responses are written individually by each team member at the end of the work week.

Weekly Reflection Responses could include the following:

How did work on your project go this week?

What were you individually able to accomplish?

What did your group accomplish?

What is next on the to do list?

What are you most excited about for your project and team?

What are you least excited about for your project and team?

How is your group working? Anything that concerns or is frustrating you? Anything you are excited or impressed by? Who is one person in your group who you think has really been doing a lot of great work to forward the team project?

Anything else I should know?