

Reflection Notes Topics

- Task versus Social time
 - Is there a balance between social time and task time?
 - Is every group member included in both task time and social time?
 - Are there group members who threaten the balance of task time and social time?
- Roles
 - Outside of a leader, did your group appoint other formal roles?
 - Which functional informal roles have you observed? Which dysfunctional informal roles have you observed?
 - Which informal roles have you played?
 - How have various group members' roles evolved over time?
- Leadership Style
 - How did you select your leader? What skills did you take into consideration?
 - Which style(s) has your chosen leader demonstrated (authoritarian, democratic, laissez-faire)?
- Personality Types
 - Look at your group members' MBTI personality types. How have you seen characteristics of each personality emerge?
 - What efforts have your group made to include all voices (introverts and extroverts)?
 - How have you capitalized on the strengths of each member's personality?
- Decision-making
 - How are decisions made in the group?
 - Has your group experience "groupthink"? Apathy? One person with too much influence?
- Conflict
 - Are there instances when conflict had a positive effect on the group process? A negative effect?
 - Have you seen specific examples of the different types of conflict (productive conflict, inner conflict, etc. – see notes)?
 - Are you able to identify any causes for the conflict between members of the group?
- General Communication
 - How effective was your group at the "interaction" piece of teamwork? In other words, did you constantly communicate or retreat to your respective computers and talk only at the beginning and end of the process?
 - Was it necessary to communicate outside of class? If so, how did you facilitate that process?
 - How did your group ensure that each group member was informed at all times? (e.g. what if someone was absent?)
 - Think about nonverbal communication. Are there specific instances when nonverbal communication played a larger role than verbal communication?
- Team Contract
 - How did your group decide on the rules / unacceptable norms of the contract?
 - How did you ensure that everyone in your group has a copy of the team contract?

- Does your group respect the team contract? Why or why not?
- How have you used the team contract to evaluate your group members?

Reflection Notes Samples

3/12/13

We had some difficulties at the beginning of class today trying to decide exactly what topic we wanted. Different people wanted different things, but the team leader made the final decision [**leadership style and decision-making**]. The rest of the group went with the idea because they were tired of arguing [**conflict resolution style**]. We divided the topics into smaller bits. Everyone picked what they wanted [**decision-making**] and started to research. Some people had a hard time focusing [**group roles – dysfunctional informal roles**], and the team leader told them to start working in a joking way but I could tell that she was irritated.

3/8/13

We agreed on a deadline today for every person to bring in their individual research for the next work day [**team rules / contract**]. After 10 minutes of joking around and talking about the weekend [**task time vs. social time**] we mapped out the presentation and decided how we would put the information together [**decision-making**]. One member was really excited about doing a skit. We all quickly agreed [**groupthink**] even though I had some reservations [**inner-conflict**]. I suggested we write the script to get a better idea of how it would actually work [**group roles**]. The beginning of the script is good, and I think that it will make our presentation more interesting. We decided to start a FB group to communicate easily over the weekend and finish our script.