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# TEAMWORK

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Recitation 4  
EG-UY 1004

# AGENDA

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1. Teamwork (EP)
2. CATME (EP)
3. Team Writing (WP)
4. Milestone 1 Presentations



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# TEAMWORK



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# THINK-PAIR-SHARE

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Why is teamwork important for a successful engineering project?



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# WHY TEAMWORK IS IMPORTANT

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**Efficiency:** Shared workload; tasks can be completed on time and within budget.

**Creativity:** Differences in perspectives; greater ideas and more ideas.

**Accountability:** Responsibility for actions; better decisions by setting clear goals, communicating their progress, and acknowledging mistakes.

**Diversity:** Including different aspects of society, such as culture, race, gender, and background experiences, can be a strategy for better productivity and creativity.

**Relationships:** Building strong relationships with coworkers can help eliminate toxic work culture and make scheduling easier in flexible working environments.



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# SUCCESSFUL TEAMWORK

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**Figure 1:** Diversity teams, courtesy of Forbes

- Introduce yourself to new teammates and get to know them.
- Figure out how they work.
- Learn to communicate well with each other.
- Clarify roles, expectations and how to hold each other accountable.
- Invest more time, effort and inquiry, especially if there are cultural differences.



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# TEAMWORK: 5 NECESSARY FACTORS

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- Environment with psychological safety
- Be dependable
- Provide structure & practice clarity
- Find meaning in your work
- Work on something all members find impactful



**Figure 2:** Great Teamwork, courtesy of the Niagara Institute



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# CATME



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# CATME

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**Figure 3:** Comprehensive Assessment of Team Member Effectiveness (CATME), courtesy of Purdue University.



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# CONTRIBUTING TO THE TEAM'S WORK

Helps team achieve its goals or objectives by completing tasks assigned to the team

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- Does more or high-quality work than expected.
- Makes important contributions that improve the team's work.
- Helps teammates who are having difficulty completing their work.

3

- Completes a fair share of the team's work with acceptable quality.
- Keeps commitments and completes assignments on time.
- Helps teammates who are having difficulty when it is easy or important.

1

- Does not do fair share of team's work. Delivers sloppy or incomplete work.
- Misses deadlines. Is late, unprepared, or absent for team meetings.
- Does not assist teammates. Quits if the work becomes difficult.



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# INTERACTING WITH TEAMMATES

Provides  
positive  
interactions  
within the team  
that contribute  
to a supportive  
environment

5

- Makes sure teammates stay informed and understand each other
- Provides encouragement or enthusiasm to the team
- Asks teammates for feedback and uses their suggestions to improve

3

- Listens to teammates and respects their contributions
- Communicates clearly and shares information with teammates
- Participates fully in team activities and discussions

1

- Interrupts, ignores, bosses, and/or makes fun of teammates
- Complains, makes excuses, and/or does not interact with teammates
- Is defensive and will not accept help nor advice from teammates



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# KEEPING THE TEAM ON TRACK

Monitors team's progress and ensures that the team is meeting necessary deadlines

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- Watches conditions affecting the team and monitors the team's progress.
- Makes sure that teammates are making appropriate progress.

3

- Notices changes that influence the team's success.
- Knows what everyone on the team should be doing and notices problems.

1

- Is unaware of whether the team is meeting its goals.
- Does not pay attention to teammates' progress.
- Avoids discussing team problems, even when they are obvious.



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# EXPECTING QUALITY

Reviews team's work and products to ensure they are meeting standards

5

- Motivates the team to do excellent work.
- Cares that the team does outstanding work, even if there is no additional reward.

3

- Wants the team to perform well enough to earn all available rewards.
- Believes that the team can fully meet its responsibilities.

1

- Satisfied even if the team does not meet assigned standards.
- Wants the team to avoid work, even if it hurts the team.
- Doubts that the team can meet its requirements.



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# HAVING RELEVANT K.S.A.S

Possessing  
necessary  
competencies  
(knowledge,  
skills, and  
abilities) to help  
the team  
achieve its goals

5

- Demonstrates the knowledge, skills, and abilities to do excellent work.
- Acquires new knowledge or skills to improve the team's performance.
- Able to perform the role of any team member if necessary.

3

- Acquires knowledge or skills as needed to meet requirements.
- Able to perform some of the tasks normally done by other team members.

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- Missing basic qualifications needed to be a member of the team.
- Unable/unwilling to develop knowledge or skills to contribute to the team.
- Unable to perform any of the duties of other team members.



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# HOW TO WRITE PEER-TO-PEER COMMENTS

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- Peer-to-Peer comments can be viewed by professor & team members
- Practice reflecting on and incorporating feedback
- Be respectful
- Be real
- There is no delete
- Be trustworthy
- Comment only on teammates' behaviors
- Your comments should be yours alone

\* Courtesy of Purdue CATME team



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# Questions?

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