



# Teamwork norms and structures

## Goals and Values

- The team is there to support the team members in accomplishing their design goals, but also to support personal growth and development
- Accountability matters but nobody is the boss of their team
- Feedback and support should be continuous and respectful/constructive

## Teams will be responsible for

- Helping each other through the templates and design process
- Giving feedback at least weekly on each others' work
- Sharing progress back to the whole PLC
- Documenting activities in a way that anybody not there can review what happened (please record your zooms/teams meetings, take minutes in a slack note or google doc, etc.)

## Agenda for your first meeting

### 1. Introductions

- In addition to the basics, we recommend sharing goals and what you hope to work on / gain from the summer

### 2. Confirm how you want to work together.

- **Do you want to work asynchronously or synchronously?**
- **Also consider any group norms and expectations** folks have for each other beyond those we talked about earlier.
- **When can teams consider folks to be “clocked in”?**

### 3. If your team would like to specifically request the support of an intern:

- Share what kinds of tasks you'd hope an intern would support your team with.
- Some things interns might help with:
  - Create Scratch or other CS exemplars
  - Test out activities
  - Help you conduct research on topics you'd like to incorporate into your class
  - Be a sounding board for your design ideas



**If your team wants to work mostly synchronously**, here are some potential options for structuring team work:

- Weekly co-working session mid week
  - Everyone logs in to a Google Meet or Zoom at the same time.
  - Folks share what they will work on for the meeting's duration
  - Then everyone turns off their camera and mic to work -- those working on the same unit can go into breakout rooms.
  - Team members come back to share, ask questions, get ideas at the end!
- Scheduled meetings to talk through a task together, e.g., two people might pair up and both help each other do some templates or other design work
- Weekly feedback meeting at the end of the week
  - Rotate facilitators so that everyone takes on a leadership role
  - Share “roses” and “thorns” and “buds” for the week
  - Take turns sharing aspects of your work and getting feedback
- Folks in our larger group might offer up skill-sharing special sessions

**If your team wants to work mostly asynchronously**, here are some options for team work:

- Folks can share goals for the week at the start of the week via a platform of your choice (e.g. Slack, email, Google Group), and spend time reading and commenting on the goals of others
- Folks can share progress and questions throughout the week
- The expectation might be that everyone responds to a few others with feedback and ideas via comments in Google docs or Slack