

TO: Deborah Roebuck

FROM: Joshua Alston, Lou Ann Alberts, and Tiffany Myers

DATE: December 2, 2009

SUBJECT: Final Team Assessment

The end of the semester is upon us and our last team project is a team assessment where we will be reflecting upon our experiences together as a team. Working as a virtual team, we have come together as a group to take upon us an independent research project on the subject of communication with the roles, rules, and relationships of a small family. The purpose of this memo is to share the positives and negatives of the project itself and with a critical analysis of team members offered in a gentle, helpful way so all team members can learn from the experience. The team has listed the "top ten" things they will miss the most and will miss the least about their group and the class. Then, we have made recommendations to future students regarding how to succeed as an individual and a team member in this class. The report concludes by discussing any inferences that the group drew from this teaming experience and offers suggestions for ways to improve this assignment.

Trust, responsibility, and dependability were the glue that held the team together. The final team meeting had been informal to allow for constructive feedback on the performance of the team and its members. Everyone had agreed that this semester had been a challenge with the workload, but knowing the character of the team, there was not an inkling of doubt that suggested that team could not follow through with it.

Listed below are the "top ten" things that the team discussed they would miss the most and the least.

"Top Ten" Things Missed the Most

1. Having a dependable team. These are rare. For the greater part of the semester, each team member played an equal part in contributing to the success of the group.
2. The camaraderie of the team. Our teammates were able to focus on the task, while also exhibiting a lighter side throughout the semester. The friendly environment that we created will be missed.
3. The resume, cover letter, and interview segments of the course. The knowledge gained from this assignment is invaluable to a college graduate.
4. Being able to de-stress and having a wonderful break by seeing the puppies from Tiffany.
5. Miss hearing about Tiffany's wedding.
6. Josh's humor always enhanced the atmosphere during times of stress in the group meetings.

7. Having the convenience of the online course.
8. Receiving prompt feedback from the professor on grades and questions of the assignments.
9. The flexibility of the professor to work with us on certain issues.
10. The trust within the group to know that we could all depend on each other, trust each other with our grades, and have the comfortable ambiance of long-time friends.

“Top Ten” Things Missed the Least

1. The constant barrage of assignments. At times, it was very difficult to keep up with the workload in this course.
2. Weekly team meetings in Live Classroom. It will be nice to have our Wednesday nights free again.
3. The high level of scrutiny that our assignments were subjected to. Most recipients are not as well versed in the fine art of communication as Dr. Deborah Roebuck. Although we will be applying all that we have learned, it will be nice to know that penalties will not be result for small infractions in communication etiquette.
4. Being seen on camera twice a week.
5. Checking all of our work for passive sentences.
6. Bothering our friends, co-workers, and former co-workers to complete a survey.
7. Since the course was online it was difficult to remember when everything was scheduled since there was no set day and time like a traditional live class.
8. The technical problems that some team members had during the Wimba classroom.
9. Having to interview managers at work knowing that they were busy.
10. Needing to remember to archive the weekly meetings.

Recommendations

Some recommendations that the team has collectively come up with to suggest to future students regarding how to succeed as an individual and team members in this class are below.

- Understand the amount of work involved in this course from the syllabus and make sure you have the time and motivation to see that everything is completed.
- Understand yourself and your obligations before committing to this class and the large amount of teamwork that this course demands.
- Take the criticism that your team members will be giving you with an open mind realizing that the advice is there for you to learn and grow from.
- Do not procrastinate because the amount and length of the assignments will harm your grade and the relationships among the team.

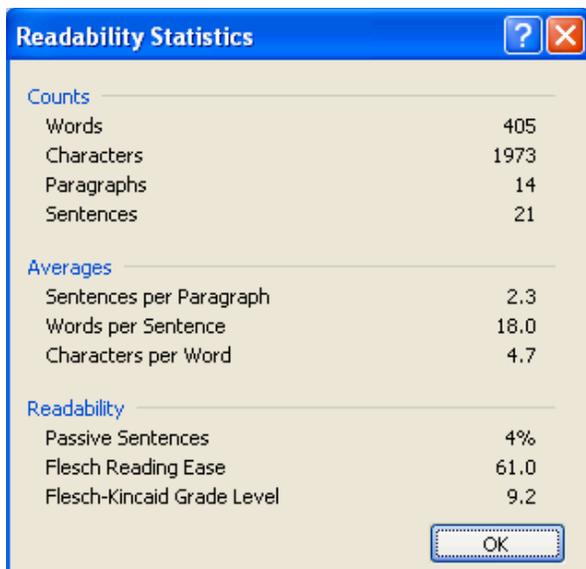
Conclusion

To conclude, an inference drawn from this teaming experience as well as a suggestion to improve the assignment is below.

- The data from the surveys should be sent straight to a designated team leader so that the team can start making inferences and compiling data quicker based on the data already received. Among all the other assignments due, time was limited to arrive at

assumptions from the data and decide upon an agreement of the conclusion.

Grammar/Spell Check



The image shows a 'Readability Statistics' dialog box with a blue title bar and a light beige background. It contains three sections: 'Counts', 'Averages', and 'Readability'. Each section lists a metric and its corresponding value. An 'OK' button is located at the bottom right of the dialog.

Readability Statistics	
Counts	
Words	405
Characters	1973
Paragraphs	14
Sentences	21
Averages	
Sentences per Paragraph	2.3
Words per Sentence	18.0
Characters per Word	4.7
Readability	
Passive Sentences	4%
Flesch Reading Ease	61.0
Flesch-Kincaid Grade Level	9.2

Critique of Final Team Assessment Report --100 Points

<u>Mechanics</u>	5 pt.	0 pt.
1. Did you use proper memo format, correct one-inch margins and the complete date?	___	___
2. Did you include your Spell Check and Grammar Summary Report?	___	___
3. Does the opening paragraph state the purpose of the report and provide transition to the body of the report?	___	___
4. Did you use headings throughout the body of the report? Did you use appropriate 2 nd , 3 rd , and 4 th page headings?	___	___
5. Does the report contain a conclusion drawing inferences and offering suggestions for ways to improve this assignment?	___	___
 <u>Content</u>	 25 pts.	 0 pts.
6. Discussed in detail the final team meeting and how the team Perceived they worked together?	___	___
8. Provided the top team things the team will miss and the top ten things the team will not miss.	___	___
9. Made recommendations to future students regarding how to succeed as an individual and a team member in this class.	___	___

Total Points Earned _____

Minus one point for each error as noted on the
Checklist of Common Errors in the Appendix
of Roebuck _____

Final Team Project

Total _____ **100**