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Module 1 Notes Assignment 1.2a

NOTE: Do NOT complete this form online -- otherwise everyone will have your notes. Just copy the template onto your computer and fill it out there.

These are the activities you should complete *before* the Initial Team Meeting. For this Module only, you may submit an addendum to your original Notes Assignment, which is due before you attend your initial meeting. But, please do as much of the preparation as you can so you are better able to participate actively in the first meeting. The Addendum is due by the end of Module 1.

Readings/Videos/Instructions	Your notes to submit and to take to the meeting with you.
<p>Articles – Module 1 Overview</p> <ul style="list-style-type: none"> Take brief notes to bring to the initial meeting. The notes could be either questions or something you thought particularly important or interesting from the reading. 	<p>My initial reaction is... this is a lot. It seems past students felt this way too until they got into the rhythm of the course. I know this will be enjoyable and I'll be able to take away so many relevant lessons as I'm working remotely for the high school I work for.</p>
<p>Syllabus</p> <ul style="list-style-type: none"> Review the syllabus especially those sections marked "Important" and jot down any questions you have. Highlight those sections of the syllabus you think important as you will be completing a syllabus quiz as a team during your initial meeting. 	<ul style="list-style-type: none"> After reading the intros of my team, I see we are mostly from different time zones. This is going to be difficult to manage but I realize it's part of the task. Who should we interview for the team assignment? Just thinking ahead... Extra credit. Yeah!
<p>Team Instructions and Resources Module</p> <ul style="list-style-type: none"> Make notes, especially noting any questions you have. PLEASE read all the sections -- it will help you avoid confusion as you jump into this course! You will be going over these in detail during your initial team meeting!! Pls. include comments on each of the parts to the three Facilitation materials. 	<ul style="list-style-type: none"> One of the most difficult tasks will be to coordinate times as my team is from all over the nation. Should we discuss our roles for the next meeting before the end of the current meeting? To me, this would make sense since the Host will need to send out the Zoom link and the Submitter will need to create and share the Google Doc. Jokester- What is an example of two specific measurable criteria for this role?
<p>The George Washington University Web page section – Jump Starting Teams 1-4</p> <ul style="list-style-type: none"> Take brief notes to bring to the initial meeting. The notes could be either questions or something 	<ul style="list-style-type: none"> As stated in the overview, it's difficult to trust one another when we don't know each other yet. It will be important for us to follow this article as closely as we can to foster team cooperation.

<p>you thought particularly important or interesting from the reading.</p>	<ul style="list-style-type: none"> ● Work as a team. Do not be competitive. Be supportive. ● Facilitator should ensure we hear each other and restate our goals. ● It's also going to be hard to be direct or to "call someone out" while we are trying to build our rapport as a team. ● Stay open minded. Ask questions. Ensure we all know our roles.
<p>GWU Web site: Video – Teamwork on the Fly</p> <ul style="list-style-type: none"> ● Take brief notes to bring to the initial meeting. The notes could be either questions or something you thought particularly important or interesting from the reading. 	<ul style="list-style-type: none"> ● Speak up-Ask questions ● Listen intensely-Understand knowledge ● Integrate-Important for leaders. Identify challenges. ● Experiment-Get work done. Don't over analyze. Step-by-step approach. ● Reflect-On ideas and actions. Set the rhythm of work. Set a time and schedule to reflect with the team.
<p>Video – Why we should talk to strangers</p> <ul style="list-style-type: none"> ● What from this video can you apply to this team experience? Don't watch the whole thing -- it is repetitive! 	<ul style="list-style-type: none"> ● Existence as a person had been noticed. ● Good to be friendly. ● Don't be afraid to be friendly. Use senses, not fears. ● Use perception. Not categories. (sex, color, stranger, friend) ● Road to bias. Not thinking as individuals.
<p>Review Agenda for Module 1 Content Meeting (Initial Meeting)</p> <ul style="list-style-type: none"> ● Have your responses ready for introductions, team experience questions, and for the icebreakers. 	<ul style="list-style-type: none"> ● It's been difficult to transition from being in person with people at my high school to suddenly needing to adapt to remotely working, zoom, google everything, phone calls, emails etc. ● I've quickly learned a lot by this experience and hope I can bring some of the positive lessons I've taken away from my journey.
<p>Review Instructions for Next Meeting (Module 2 Content Discussion)</p> <ul style="list-style-type: none"> ● What is the primary activity (or activities) for that meeting? ● What do team members need to have done before the meeting? ● What questions do you have about that assignment? 	<ul style="list-style-type: none"> ● Build a team charter. ● Team communicating, decision-making, developing team trust. ● Review learning material and submit notes. ● I'm still trying to wrap my head around the difference between the "content" and "assignment" discussion meetings. I don't have any questions now because I learn better by "doing". I'm hopeful and confident I'll get the hang of this all once we go through it.

