

# ME349

## Engineering Design Projects

### Team Building

#### What are the attributes of a good team member?

- Full contribution and participation in the team meetings and tasks of the team
  - Listening and being open to other team members' ideas and feelings
  - Providing input such as ideas, interests, and feelings with other team members so that issues can be brought to the forefront and resolved
  - Sharing information with other team members.
  - Providing help and support to other team members.
  - Being accountable for oneself and the team as a whole.
  - Cooperating with each other in the team.
  - Committed to helping the team to meet its requirements and goal.
  - Help to resolve interpersonal conflicts in the team.
  - Helping each other succeed.
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#### What does it take to be a good team member?

- Full contribution and participation in the team meetings and tasks of the team.
  - Listening and being open to other team members ideas and feelings
  - Providing input such as ideas, interests, and feelings with other team members so that issues can be brought to the forefront and resolved
  - Sharing information with other team members
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  - Helping each other succeed
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#### What is a team leader?

A team leader is not a supervisor but a member of the team who is willing to take on the coordination functions for the team. The team leader is more like a facilitator, taking each member's input and ideas, helping team members to coordinate their tasks and schedules, and more importantly helping and supporting all team members.

### **Who can be a team leader?**

- Any team member
  - A team member who has interest and is willing to become a team leader.
  - A team member who has desirable characteristics like communicates well, is understanding, and flexible.
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### **What are the functions of a team leader?**

- Helping the team decide how various leadership responsibilities will be divided among team members.
  - Help in the coordination of their shifts, tasks, breaks, time-off, vacation etc.
  - Facilitating coordination between the team members and between the team members and the supervisors.
  - Administering and facilitating team meetings.
  - Resolving interpersonal conflicts.
  - Serving as the spokesman of the team.
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