



Team Overview: Presented by Darwin Slindee

- **From Tuckman team development phases**
 - **Forming** -
 - Excited about the project
 - Getting to know each other
 - On good behavior
 - Avoiding conflict
 - **Storming**
 - Learning the challenges of project
 - Confronting the diversity of ideas from team members
 - Members lobby for individual goals
 - Team leader holds it together, striving for tolerance and mutual respect
 - Boundary conditions and consequences
 - **Norming**
 - Team agrees on a common goal
 - Plan is developed
 - Team members take on the responsibility for success of the team
 - **Performing**
 - Conflicts have been resolved
 - The goal and plan are clear
 - Timelines are established
 - Members identify and shore up weak links
 - **Adjourning**
 - Goal is met
 - Team success is recognized and celebrated
 - “Free at last!”

- **Assigning Team Responsibilities – team members can have multiple responsibilities and those can change**
 - **Leadership** - Sets meeting goals, Sets the agenda, Calls meetings, Resolves conflicts, Emails the meeting agenda, Follows up on action items, Liaises with DNA admin
 - **Recorder** - Takes meeting minutes , Is the time keeper, Emails the minutes
 - **Experts including advisors** - Generate ideas, Provide specialized skills
 - **Team workers** - Take responsibility for various action items, Reports progress
 - **Public Relations** – Website, Spokesperson to press, Gathers images, quotes, video clips, Liaises with PR and Social Media of DNA admin
 - **Education** – Lesson plans, Supervises junior or student members of the team
 - **Public presentation** – Manages display or presentation, Venue liaison

For more information: www.DNAofCreativity.org

[San Diego Visual Arts Network](http://SanDiegoVisualArtsNetwork) (Public Charity 501 (c) 3 EIN #205910283)

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Key Points for Successful Meetings

1. Ask yourself, "Is this meeting really necessary?"
2. Have a goal for the meeting. What do you want to accomplish?
3. Have an agenda with clearly stated items and the amount of time to be allotted each one. Send out the agenda at least one day ahead of the meeting.
4. Assign responsibilities
5. Stay focused on the agenda. Have a clock in the room. The recorder is the time keeper. If a new topic is introduced, add it to the list of future agenda items or negotiate with the group if it should be discussed now.
6. Strive to get everyone involved in the discussion, avoid domination by one or two members.
7. Foster rigorous debate and brainstorming, while respecting each other's opinions. There are no bad ideas.
8. Use visual aids when applicable – charts, graphs, videos, flipcharts
9. The recorder will keep minutes of the key points raised and actions to be taken, and publish them within 24 hours. The leader will ensure timelines are established for all action items.
10. Do a two-minute evaluation of the meeting. Ask everyone what went well... what could be improved.
11. Establish or modify team rules for attendance, team participation, meeting commitments, etc.

Conflict resolution

- Conflict is a natural, and likely necessary, part of all team development
- The good news is that conflict is a sign of team member energy
- Embrace it. Conflict is much better to deal with than apathy
- Seek to re-direct the energy, not to destroy it
- Conflict arises for various reasons - Divergent goals of team members, Non-stated assumptions, Personal agendas, Others
- Resolving team conflict requires investigating the root cause of the conflict
 - Ensure there is agreement on the ultimate goal of team
 - Get the desires of the conflicting members articulated
 - Look for ways to merge the desires
 - Starting with goal, state the assumptions in this form: "In order to achieve 'the ultimate goal' we need to have" Ask "why"
 - Continue with "In order to have we need", Ask "why" and so on
 - This process challenges each to demonstrate the logic of how achieving their desired outcome leads to the ultimate goal of the team
- Working through this process with the team should uncover opportunities for cooperation, resolve the conflict, and be an asset to team building

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