

Team Assignment Video Script

Welcome to your course. In this Assignment, you will:

- Collaborate with your classmates as a team
- Apply concepts of team leadership theories

Working with virtual teams gives you the opportunity to develop real-world business communication skills. Consider the following important items before you begin the team Assignment:

- Although you are working as part of a team, each of you will be graded individually for your contributions
- Each member of the team should contribute equally to the Assignment. The members of your team will evaluate your contributions in a Peer Evaluation Form.

As a team member, you will be expected to:

- Be considerate of your teammates. This includes respecting their schedules, knowledge, and contributions.
- Be responsible for your contribution to a successful team outcome
- Conduct yourself with integrity

The parts of the team Assignment are:

- The team Assignment itself
- The team Discussion

One. Team Assignment

- Review the Assignment rubric carefully before you begin. The completed deliverable is a Microsoft® PowerPoint® presentation.
- Each slide of the presentation should be clearly titled to reflect which portion of the Assignment rubric you are addressing.

Two. Team Discussion. You will use this area to:

- Interact with your team to discuss the Assignment
- Document your team participation. Be clear about the portion of the Assignment for which you are taking responsibility.

One popular approach to the team Assignment involves this simple paradigm:

1. Select a team leader
2. Divide up the project equally so that each team member assembles a piece of the Assignment

Drawbacks to this approach are:

- The possibility that the entire Assignment may suffer if one team member fails to complete his or her piece
- Scheduling to meet. You must consider work schedules, study habits, and even time zones.

Regardless of the approach you use, the most important success factor is communication.

- Reach out to your team early and often
- Be considerate, effective, and informative in your communications. You might consider FaceTime[®], Google Hangout[™], or Skype[™] to communicate with your team.

By the end of Unit 3, your instructor will post an announcement with details about your team Assignment. At that point, go to your team Discussion area and introduce yourself. Share your contact information, time zone, and any other relevant information. Keep minutes of your meetings. Remember that the team Discussion area is there to help you communicate and document your participation.

This slide recaps the important points from this video. Please review and replay as necessary.