Team Homework Guidelines

Each week, you will work with a team of two or three other students to produce written solutions to a set of problems. Each team member is required to contribute to each week’s submission. It is not acceptable for the team members to split up the problems and work on them separately. All members must attend all meetings.

Team roles: Each team member will have a role in the team. The roles must be rearranged for each assignment, so that no member has the same role more often than necessary.

Scribe: The scribe is responsible for writing up the single final version of the homework to be handed in. This is the only set of solutions that will be accepted or graded. Each member of the group will receive the same grade. It is acceptable, and encouraged, for the scribe to send a rough draft to the other team members for comments.

Clarifier: During the team meeting the clarifier assists the group by paraphrasing the ideas presented by other group members. The clarifier is responsible for making sure that everyone in the group understands the solutions to the problems and is prepared to present the problems to the class if the team is called upon.

Reporter: The reporter writes a record of how the meetings went, met, and what difficulties or successes the team may have had (with math or otherwise). If there is significant disagreement about the solution of a problem, the reporter’s notes should explain the difference of opinion. The report should contain a record of which group member filled each role.

Manager: The manager is responsible for arranging and running the meetings. If the team has only three members, or if one of the four members cannot attend, the manager should also take one of the other roles.

Productive team behaviors include:

1. Make decisions by consensus, not by majority vote.
2. Think about what you want to say before joining a discussion.
3. Listen carefully and respect your teammates.
4. Criticize ideas but don’t criticize people.
5. Ask for help when you need it, and give help when requested.
6. Don’t agree to things you don’t understand.
Initial Team Assignments:

Team 1:
Youssef Ajami
Todd Baker
Bryan Berend
Wayne Ng Kwing King

Team 2:
Bilal Bazzy
Kit Clement
Alex Hill
Sandhya Kajeepeta

Team 3:
Kibichii Chelilim
Matt Johnson
Xiaowen Tang
Michaela Wood

Team 4:
Joe Gilbert
Farhad Shirani
Jacob Sklar

Team 5:
Joe Hidakatsu
Sam Puzzuoli
Niko Rombes