

18.821 Team Member Profile

Complete before class. You will *not* turn this in, but you will share it with teammates during class.

1. Preferred name (e.g., nickname) and gender pronouns? _____
2. How should teammates contact you if they need to reach you *immediately*? _____
3. How should teammates contact you for less urgent communication? _____
4. Different members are likely to bring different strengths to the team (e.g., organizational ability, facilitating team interactions, encouraging quality, designing slides or visuals, writing or presenting, providing constructive feedback on writing/presentations, proofreading, LaTeX, programming, knowledge of specific subject areas, research experience...)
 - a. What strengths do you bring to the team?

 - b. What would you like to learn/improve this semester? (e.g., mentored by a teammate with expertise)
5. What scheduling issues, commitments, or other factors might interfere with you contributing as much as you'd like to this class? Is there anything the team can do to help you work around these so you can contribute your best?
6. What motivates you? (e.g., criticism, praise, deadlines, doing quality work, doing interesting work, ...)
7. What would you like your teammates to do if you miss a meeting? Miss a deadline? Submit work that doesn't meet their expectations? (Feel free to suggest specific wording they can use.)
8. How would you characterize your communication style [*will be explained further in class*]? If your communication style is very different from that of your teammates, how can they help you to contribute equally?
9. Would you like a teammate to remind you of meetings and approaching deadlines?
10. Do you prefer to think out loud (talking things out with someone else) or silently on your own?
11. Do you prefer to start a meeting with social conversation or jump right to business?
12. What else might be helpful for your teammates to know about you?
13. *Do not write your answer to this question, but you'll discuss it with your teammates.*
How committed are you to this class? (e.g., "It's my highest priority this semester"; "I want an A but have higher priorities/commitments"; "I'll be satisfied with a B"; "I just need to pass")

This profile is based in part on the "Team Preparation Worksheet," Figure 3.1 in Joanna Wolfe's *Team Writing: A guide to working in groups*, Bedford/St. Martin's, 2010.