

To: Unified Engineering students  
From: J. Craig and Unified faculty  
Re: Teamwork assessment memo  
Date: February 3, 2004

We know that successful projects are based on strong teams and teamwork skills. Thus, this first short assignment asks for your assessment about your abilities and your expectations regarding teamwork.

**Due date:** 5pm Friday 13 February 2004. Please turn in two copies of your memo (1 for J. Craig, 1 for your future teammates) with the rest of your SP1 materials.

**Format:** This memo should be no more than 1 page, single-spaced. First read J. Craig's Memo Notes to the memo template. Use headings to help organize material.

**Audience:** The reader of this memo is your teammate (s) and the engineering faculty.

**Style:** This is not a formal document, but it should display good professional writing skills: correct spelling and grammar and punctuation. The tone should be straightforward and not stuffy.

**Content:** Please address the three elements of teamwork: task, process, and feelings. Please address some of these questions and include other material that is relevant.

- Task: What aspect of the project do I find interesting? What type of project work would I like to do?

- Process: How much time can I devote to this project per week? What priority is this course out of all my academic work? How should we divide work? Who is going to take notes? Am I the kind of person who does well with schedules? What approach do I take to work? How do I prefer to work?

- Feelings: What kinds of experiences have I had in other teams? What frustrates me? How do I show that frustration? How do I deal with conflict, anger, or negative feedback? How would another person know if I was bored, frustrated, angry, etc? How do I prefer to resolve conflict?