

# Review: Collaborating

Name \_\_\_\_\_

Date \_\_\_\_\_



Answer each of the following questions.

1. Choose the best advice for tuning in during group work.
  - a. Focus on personalities rather than ideas.
  - b. Focus on ideas rather than personalities.
  - c. Make sure everyone has the same personality.
  - d. None of these are good advice.
  
2. Choose the best advice for doing your part during group work.
  - a. Deal with problems and move on.
  - b. Pretend that problems don't exist.
  - c. Focus on problems.
  - d. All of these are good advice.
  
3. Draw a line from each question to the answer it will generate.
 

<ul style="list-style-type: none"> <li>■ Who is involved?</li> <li>■ What are we doing?</li> <li>■ Where are we doing it?</li> <li>■ When are we doing it?</li> <li>■ Why are we doing it?</li> <li>■ How are we doing it?</li> </ul>	<ul style="list-style-type: none"> <li>■ The deadline for the project</li> <li>■ The goal of the team</li> <li>■ The members of the team</li> <li>■ The plan for completing the project</li> <li>■ The purpose of the project</li> <li>■ The setting of the project</li> </ul>
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4. List three or more forms of online collaboration.
 

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5. What is the difference between a meeting agenda and meeting minutes?
 

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6. Choose effective strategies for resolving conflicts in a group.
  - a. The group members can work out the conflict among themselves.
  - b. The group can ask a teacher or counselor to help them resolve the conflict.
  - c. The group can have a teacher make the decision for them.
  - d. All of these are effective strategies.