

Review: Collaborating

Name _____

Date _____



Answer each of the following questions.

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

<ul style="list-style-type: none"> ■ Who is involved? ■ What are we doing? ■ Where are we doing it? ■ When are we doing it? ■ Why are we doing it? ■ How are we doing it? 	<ul style="list-style-type: none"> ■ The deadline for the project ■ The goal of the team ■ The members of the team ■ The plan for completing the project ■ The purpose of the project ■ The setting of the project
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- List three or more forms of online collaboration.
 (Answers will vary.) Wikis, blogs, chat, email, VOIP, online forums

- What is the difference between a meeting agenda and meeting minutes?
 An agenda is generated before a meeting and lists topics to cover. Minutes are generated during a meeting and list topics covered.

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