

# DIGITAL STORYTELLING (DST): SPECIALIZED ASSIGNMENT 14

## TEAMWORK 3: TEAM ORGANIZATION

### Phase 1) Discuss and agree on tasks in your team

- Discuss [the results of your team roles test](#) and decide how your team will work together.
- Decide on a platform you will use for communication and share your contact details (e.g. WhatsApp).
- Decide on a platform you will use for sharing materials (e.g. Google drive).
- Choose a name for your team.
- Choose a team leader and decide on their main tasks.
- Decide on how your team will function.
- Distribute roles and responsibilities - make sure tasks are distributed evenly.
- Review your task distribution and team progress regularly.

### Phase 2) Organize tasks and responsibilities

- Distribute the tasks below - feel free to add further tasks relevant for you.
  - Communication within the team
  - Communication outside the team (with coaches, organizers, stakeholders, etc.)
  - Documentation of teamwork
  - Technical/emotional support
  - Time management
  - Coordination of tasks
  - Further tasks needed for task completion

You can use the tables below for team organization or you can develop your own format for monitoring tasks distribution and completion.

TEAM RESOURCES	TEAM INFO
Team name	
Team leader	
Platform for communication	
Platform for sharing material	
Team members and their contact info	

TASK	NAME(S)
Communication within the team	



Communication outside the team (with coaches, organizers, stakeholders, etc.)	
Documentation of teamwork	
Technical support	
Emotional support	
Time management	
Coordination of tasks	
Further tasks needed for task completion	

