

TO: Danielle Kameristy, Julia Yelnick, Lauren Bishop, Pragyan Dey

FROM: Rob Hageboeck

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SUBJECT: Utilizing Google Feedback Features

I propose our team use the Google Suite comment tool to **provide rapid and thoughtful feedback**; this will allow our team to communicate thoughts and ideas without requiring a formal meeting.

The **meaning** of our work **matters**, according to Google's *Project Aristotle*. We must create high quality, timely work to be successful in and out of class. *Project Aristotle* recommends the following to remind us why our **individual work matters to the group's goal**:

- "Give team members positive feedback on something outstanding they are doing and offer to help them with something they struggle with" ("Help Teams Take Action")
- "Publicly express your gratitude for someone who helped you out" ("Help Teams Take Action").

A critical advantage of Google's comment tool is that we can provide immediate feedback to our fellow team members while the project is ongoing. This will **unify our writing and ideas** and **decrease the impact of any criticism or disagreement** on our project timeline. The following data shows that positive and persistent feedback drives high performance in teams.:

- "67% of employees whose managers focused on their strengths were fully engaged in their work" (Porath).
- "High Performing Teams share nearly six times more positive feedback than average teams" (Porath).

In our next meeting, I would like to review this collaborative strategy and have a discussion on whether or not we will implement a version of it for our future deadlines.

## Sources

“Help Teams Take Action” *re:Work*. Project Aristotle.

[rework.withgoogle.com/guides/understanding-team-effectiveness/steps/help-teams-take-action/](https://rework.withgoogle.com/guides/understanding-team-effectiveness/steps/help-teams-take-action/). Accessed September 15, 2020.

Porath, Christine. “Give Your Team More-Effective Positive Feedback”. *Harvard Business Review*, October 25, 2016. [hbr.org/2016/10/give-your-team-more-effective-positive-feedback](https://hbr.org/2016/10/give-your-team-more-effective-positive-feedback). Accessed September 15, 2020.