

TO: Danielle Kameristy, Julia Yelnick, Lauren Bishop, Pragyan Dey
FROM: Rob Hageboeck
DATE: September, 16, 2020
SUBJECT: Utilizing Google Feedback Features

I propose our team use the Google Suite comment tool **in our writing and design processes. The comment tool works exactly the same on both the Docs and Slides platforms. We will be able to consistently provide thoughts and feedback quickly and uniformly.**

Commented [HR1]: I rewrote much of this section to provide a clearer idea of what I envisioned the Google comment tool assisting with so that my team would have the best possible context.

Google's Project Aristotle found that groups perform best when they believe in what they are doing. Since we are all dedicated students and have agreed to divide parts of each task up, we need a consistent way to ensure each of our individual work samples live up to each other's expectations. Project Aristotle recommends the following to remind us why our individual work matters to accomplish the group's goal:

Commented [HR2]: In this section my point was delivered but not in the best possible way. In revising this document, I wanted to better reflect the mutual understanding that existed in my group about distributed work.

- "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").

Google's comment tool is an incredibly fast way to share ideas, revisions, and responses but is not limited to criticism. I propose we utilize the comment tool to provide both positive and constructive thoughts to better develop our project(s). This will unify our writing and ideas and decrease the impact of any criticism or disagreement on our project timeline. Christine Porath found that "High Performing Teams share nearly 6 times more positive feedback than average teams.

Commented [HR3]: I revised this section to a paragraph instead of an introductory sentence and two bullet points because the data was not specific enough for my entire argument. Instead I tried to dispel any possible concerns over a negative impact from real time peer review.

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/. 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. Accessed September 15, 2020.