

Supporting information for

A multi-disciplinary team-based classroom exercise for small molecule drug discovery

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Team Charter

Working in teams is only effective and enjoyable when everyone contributes equally, consistently, with quality, and fully commits to working together. A Team Commitment is an agreement among team members. Its purpose is to set the tone and foundation for interaction between the team members for the entire semester. It is your task to develop a charter for your team. You must also define the consequences if someone does not adhere to the agreement. Show that everyone in the team agrees with the charter and the consequences of not adhering to the rules by signing at the bottom of the flipchart. Here are some example rules and consequences to help you get started.

Team Commitment

1. Be punctual, always give 100% and communicate with the rest of the group and your lecturer if you can't attend.
2. Let group know ahead of time when you will be absent or if a problem arises
3. Work hard, cooperate, and do your part of the work as best you can
4. If you can't get it done contact your team and ask for help
5. Be prepared and pro-active, and be available to help other members of your team if they ask
6. Be open to receive and provide constructive criticism to everyone
7. Be open minded to the other team members ideas and value their contribution
8. Be reliable and make sure you are well prepared, reflecting on your own contribution in advance
9. Respect all team members and value each other's ideas, opinions and lived experience without judging them
10. Try to create consensus and agreement among team members. Criticize ideas, not the person, integrate members' ideas with what is known. Ask for rationale and justification, probe and ask complex questions.
11. Never interrupt a person when they are giving an idea or thought
12. Don't use humiliating remarks and be aware of the impact of body language; show respect for others' ideas and opinions
13. Set team goals and pursue them
14. If you are assigned to do something, engage with the task and let your team or your lecturer know if you need support
15. If you have a problem with a group member, bring it up and have a group discussion; don't make assumptions about your team members or their experiences
16. Make sure your devices are on silent or do not disturb mode
17. Create an environment where team members feel comfortable to contribute ideas frequently
18. Encourage and ask for participation from others, being mindful of the different positions of power or privilege that team members might occupy
19. Summarize and integrate different ideas from team members
20. Check for understanding with other team members

21. Give focus and direction to the team's work and keep members on task
22. Create a team environment where all members feel valued and respected and comfortable in challenging ideas
23. Recognise that there may be a variety of reasons that affect a team member's contribution
24. Challenge the behaviour of team members, if you believe a team member is contributing to an uncomfortable environment
25. Challenge yourself before you challenge others

Consequences of not adhering to your commitment

1. If a team member breaks any of the parts in the charter, they will be given verbal feedback from another team member.
2. After one excused incident, the team member will again receive feedback and encouragement to change the negative behaviour
3. Upon the third incident the lecturer or other member of the teaching team will be informed and requested to intervene.
4. The team member will receive only partial credit if they only partially contribute to an assignment. This is to be determined by the rest of the team.
5. If a team member comes unprepared to a meeting, they will have to bring a healthy snack for the entire team for the next meeting.
6. If a team member comes unprepared to a meeting, at the next meeting, they will have to explicitly explore a position that is not their own.
7. If a team member breaks any part of the charter, at the next meeting, they will have to reflect on how respect for others is part of a successful team dynamic.