WHAT KIND OF SITUATIONS ARE THERE IN A TEAM?

Different types of activities and situations occur during team activities. It is not necessary for the team to work together all the time. However, it is essential to identify the everyday moments when the team objectives or deliverables require cooperative action.

Chart 1: Typical team situations

Situation	Description	Purpose
Start Initiation	The objectives, goals and meaning of the meeting, project or organisation are explained.	Motivates team to the planned outcome
Information acquisition Information distribution	One or more people share information with others (dialogue is also possible).	Team acquires or shares information. Team's level of understanding regarding the topics increases.
Definition Focusing	Situation, challenge or problem is focused and described.	Objectives and focus are specified in the team.
Clarification Classification Modelling	Information or objectives are categorised and analysed. Conclusions are made and tasks are defined.	Team analyses information and visualises the dependencies.
Ideating Creating anew	Ideas and solutions are created with several creativity tools.	Team creates a lot of ideas without judging.
Filtering	The most potential ideas are filtered out and alternative options narrowed down.	Team narrows down and filters ideas.
Agreeing responsibilities	The responsibilities for each task are discussed and negotiated, for example on the basis of available time and competencies.	Team takes responsibility for performing the tasks.
Monitoring Follow-up	Progress or current status is evaluated on the basis of the feedback.	Team evaluates the current situation.
Grounding Attaching Hygge*	Objectives or concepts are concretised for the team.	Team also commits on an emotional level.
Conflict	Team is dysfunctional due to conflict between team members.	Team resolves the conflict.
Conclusion Closure	The meeting or situation is closed.	To conclude a task, meeting or session.

*) "Hygge" is a Danish word for cosiness and a cosy atmosphere.