



Strategies for teams with an unresponsive teammate

Steps to take when a team member becomes unresponsive

1. Contact the team member and ask how they're doing in general. Express curiosity and concern.
 - Approach the teammate in person if it is an option.
2. Try different ways to reach the teammate.
 - Use email, Google Chat, Instagram, Facebook, etc.
 - Write an email that is clear and specific. Ask them if they need help completing their tasks, and explain what you need from them.
 - Wait at least 24 hours for their response.
 - Check-in with your own emotions and reflect on how you can manage the situation in a calm and respectful manner.
 - Focus attention on how the team can move forward.
3. Start finding a way to move forward with the team if the teammate continues to be unresponsive.
 - Take a look at the tasks assigned to the unresponsive member and figure out who else they can be reassigned to.
 - If reassignment is not an option, consider reducing the scope of your project so that you have the new plan ready to discuss with the instructor.
4. Contact the instructor.
 - Gather all the facts relating to the situation and be careful not to express assumptions about the situation of the unresponsive team member that you do not know to be true.