

FIT2001: Systems Development: Workshop 1

Objectives:

- To learn about the purpose and structure of FIT2001
- To encourage the students and tutors to get to know each other
- To understand the FIT2001 Zoom Rules of engagement to get the most out of the workshops/meetings
- To understand the features of the Ed Discussion forum
- To understand the tools used for teamwork – TRELLO and CATME
- To start the Assignment team formation process

The following activities are involved in this workshop:

- Activity 1: Welcome & Introductions
- Activity 2: FIT2001 Unit Introduction
- Activity 3: Zoom – Rules of Engagement
- Activity 4: Ed Discussion Forum
- Activity 5: Managing Group Assignments – TRELLO
- Activity 6: Participating in Group Assignments – CATME
- Activity 7: Forming Assignment Teams

Activity 1: Welcome & Introductions (~20 mins)

- Welcome students to FIT2001
- Tutor Introductions
- Unit expectations
- Student Introductions

Activity 2: FIT2001 Unit Introduction (~40 mins)

- 'Intro to Unit' video (will be available in Moodle – Week 0 once at the end of the week)
- Lecturer
- Q & A – Unit information
- Workshop structure and participation assessment

Note: Please note that we use the term Workshop and Tutorial interchangeably in this unit

Activity 3: Zoom – Rules of Engagement (~10 mins)

- Zoom Rules of Engagement discussion
- Zoom Rules of Engagement - doc available in Moodle Week 1

Activity 4: Ed Discussion Forum (~15 mins)

- Go to Ed Discussion in Forums section on FIT2001 Moodle
- Introduction to Ed Discussion main features – use Help section of Ed Discussion for further information (in the Account section) and the doc available in Moodle Week 1

Activity 5: Managing Group Assignments – TRELLO (~40 mins)

- Introduction to Trello
- Trello Group exercise (online: in breakout room) (see Page 3)

Activity 6: Participating in Group Assignments – CATME (~20 mins)

- Introduction to CATME and assignment participation

Activity 7: Forming Assignment Teams (~10 mins)

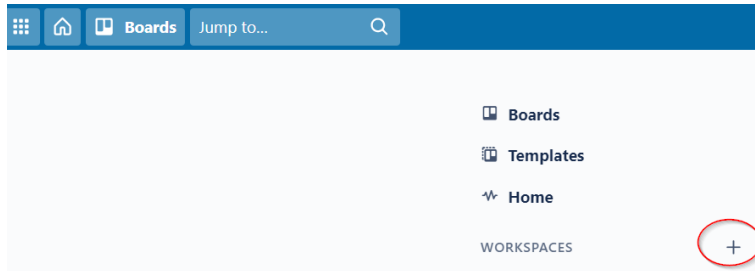
- Discussion of the importance of contributing to your assignment teams
- Forming your assignment teams – will be finalised at end of Workshop in Week 2
- NOTE: You will not be able to transfer workshops after Week 2

IN WEEK 2

- You will get to pitch your ‘fabulousness’ to your fellow students in Week 2
- Chat to each other privately to form a team if you wish using Zoom Chat
- At the end of Workshop 2 you will complete a form specifying your team formation choice:
 - You have formed a team
 - You would like us to put you into a team

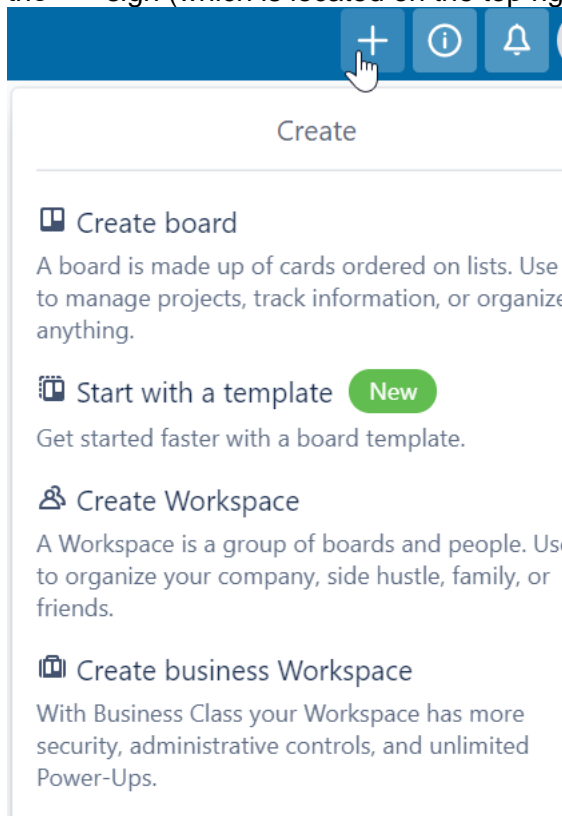
TRELLO Exercise

- Set up a Trello account. The link is: <https://trello.com/signup>
You must use your Monash student email account - Select **Continue with Google** to sign up.
- Create a Workspace by clicking on the “+” sign next to the **WORKSPACES** from the main page

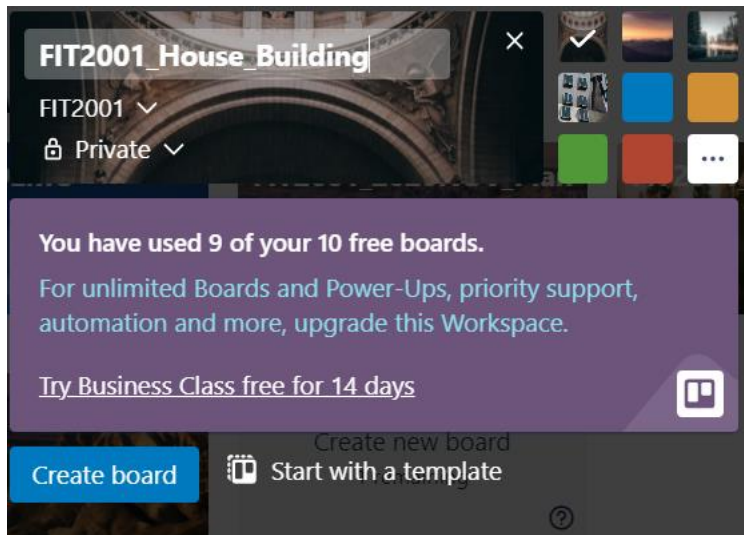


Enter “FIT2001” for the workspace.

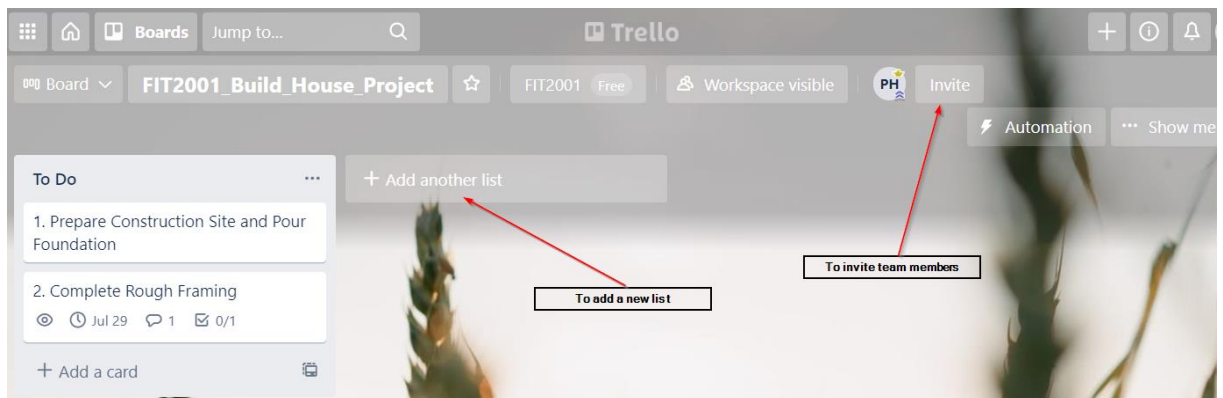
- Next, nominate one member from your allocated team to create a new Board - click the “+” sign (which is located on the top right) and select **Create board**



- Create a new **board** called *FIT2001_House_Building* with the workspace that you just created



- Invite your Workshop 1 team members using their Monash email address

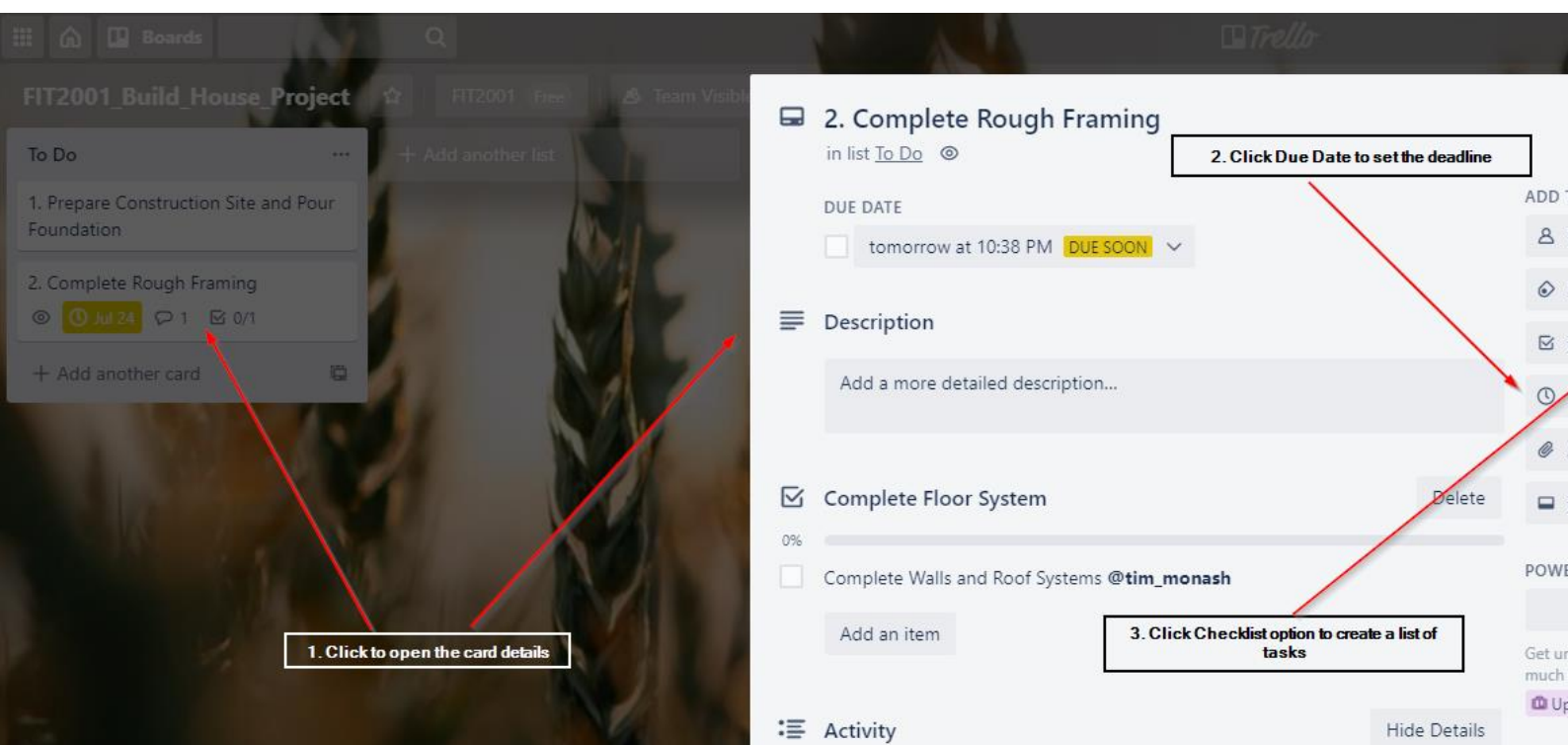


- While you are in the *FIT2001_House_Building* board, create the 3 following lists if they are not already there

To Do
Doing
Done

YOU ARE NOW READY TO START WORKING ON YOUR PROJECT

1. Create the main steps (called cards in Trello) for building a house in the **To Do** list. Let's assume that the house must be built in 3 months. Set a due date for each card.
2. For each card, create the sub-tasks (by selecting the checklist option) and assign at least one member (to include a member, put "@", then the account name. E.g. @tim_monash) for each of the tasks.
3. The project has now started - Drag a card or multiple cards which are the first steps from the **To Do** list to the **Doing** list (things can be done in parallel sometimes). As the time goes by, the team members should update the tasks accordingly (by going through the checklist and ticking those tasks that are finished). Once all the tasks have been completed, move the card from the **Doing** list to the **Done** list.



- Reference: <https://www.newhomesource.com/learn/step-by-step-guide-to-home-building-process/>

Notes:

As more information comes to hand, more tasks can be added in and the due date might be adjusted upon approval during the project. The board should be maintained and reviewed regularly.

Hence when your team works on the FIT2001 assignment, you should update and review the board as frequently as possible (probably every 1-2 days), and take the required action.

Useful links:

- [How To Use Trello For College Organization and Productivity](#)
- Brief overview of Trello in FIT2001 Moodle site – Week 1