

## Module – 7– Assignments

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No. of Questions	Due date	Available from	Submitting file type	Total Points
THREE (02)	21 – 12 - 2020	19 – 12 - 2020	doc/docx/pdf	10

*Note: Passing the Module by attaining minimum of 60%*

1. Briefly describe a team experience you had (50-100 words). What was the purpose or goal of the team? What role did you play on the team? Was the team successful? Why or why not? What rules did the team have or should have had?

ANS: My first team association in EDT was rather pleasant.

The purpose or goal of the team was to develop a software which is used to detect the drowsiness of the person so that he can take breaks which has a wide range of uses varying from preventing accidents to having a study break.

I was the team lead and the team was well coordinated and discussions were performed for efficient results and yes, the team was successful as we developed a good project and learnt a lot of things from it.

My team succeeded in one rule where almost all other teams do not find to manage well which is the distribution of the work and it was equal so that nobody felt strained.

2. The Code of Cooperation (CoC) is one tool to use to promote interaction more in team. The CoC\_Template has been attached as an example of a form to use in one of your own team engagements.

a. Describe how you could use a Code of Cooperation in your own team?

- i. Would you use that name Code of Cooperation or an alternate name?
- ii. List five example rules for a team that you could use as an example.

Rubrics for evaluation		
Criteria	Parameters	Points
Content	A yes in assessment and a rationale - i	3
	A yes in assessment and a rationale - ii	3
Total		6



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## Team Code of Cooperation

### Part 1: Names & Signatures

1. Fill in your section number and team number below.
2. Type each team member's name in the left column in the table below.
3. Once you complete and print the Code of Cooperation, have each team member enter his/her initials in the appropriate blue shaded column.

Team Number	9	Team Name:	TITANS
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### Team Members

*Note: Your initials in the blue shaded column below indicate your approval of this Code of Cooperation.*

Name	Initials for Version 1	Initials for Version 2
ALISHALA AKASH	ALISHALA	AKASH
BANDA SRIJA	BANDA	SRIJA
K KIRAN DEEP REDDY	K	KIRAN DEEP REDDY
MADARAPU ADVAITH	MADARAPU	ADVAITH
JADA SHALINI	JADA	SHALINI

### Part 2: Individual Guidelines

1. Review the individual guidelines provided in the table below. **These guidelines must remain in your Code of Cooperation!**
2. Add **at least one** (but not more than 3) additional individual guidelines in the table below.
  - Write each guideline so it completes the sentence "I agree to..."

#### I AGREE TO...

1	Complete all assignments on time.
2	Constructively criticize ideas, not individuals.



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3	Resolve conflicts promptly and constructively.	
4	Attend all team meetings, be on time, and be prepared.	
5	Encourage team members and allow everyone to participate.	
6	Take responsibility for the team's goals, progress, and success.	
7	Be an active listener and show respect for the contributions of other team members.	
	Complete this column for Version 1	Complete this column for Version 2 <i>(add any new or revised individual guidelines)</i>
8	Equal participation in developing new ideas and discussing about it.	Usage of electronic gadgets can cause disturbance in our meetings so the info related to projects have to be downloaded beforehand and all gadgets should be kept in silence.
9	Usage of mobile phones or any electronic gadgets during meetings so they could use the help of internet.	Everyone should try to help each other.
10	Everyone should have a separate role in team to make sure each and every task has been accomplished.	Everyone should be able express their ideas willingly without any hesitation.

### Part 3: Team Guidelines

1. Create **at least 5** (but not more than 10) team guidelines. These guidelines should address topics such as the following; also see the example guidelines below:
  - How team roles will rotate
  - How meeting times will be determined and communicated
  - How the team will accomplish and communicate its work
  - How the team will ensure team assignments are turned in on time
2. Type each guideline into the table below.
  - Write each guideline so it completes the sentence "Our team agrees to..."

#### Example team guidelines:

- Have a pre-determined agenda (list of discussion topics) developed before



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each meeting.

- Meet on a weekly basis at a set location and time that works for all team members.
- Put cell phones should not have other distractors, such as Facebook, open during team meetings.

### **Team Guidelines**

**OUR TEAM AGREES TO...**

	<b>Complete this column for Version 1</b>	<b>Complete this column for Version 2 (add any new or revised team guidelines)</b>
1	Everyone should have a specified role in the team according to their skills in each and every task.	Roles must be rotated for every phase or certain time so that they have better experience at each and every task.
2	Meetings have to be scheduled so that everyone can share their ideas.	Meetings should be conducted at a flexible time so that everyone will be able to have time.
3	Each and every one should do their works according to their given role and should focus mainly on reaching their target.	Everyone in team should help out each other and guide them if there are any complications.
4	Punctuality in attending the meetings.	Communication among team mates before meetings would be more helpful.
5	Meeting the targets in estimated time.	Team members should be aware of status of the project.
6	Encouraging opinions of every team member.	Sharing work load equally.
7	Transparency among team members on every project update.	Respecting everybody's suggestions and approving the ideal decision.
8	Submit assignments on time.	Resolving conflicts
9	Active participation of each and every team member.	Creating rules for further development of team
10	Everyone should be able to provide feedback and any suggestions.	Be patient with everyone while expressing their opinions.



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