

Week 12 Comp4050 Meeting notes

Plan for today:

- Subject and Kate surveys
- Breakout rooms for teams
- Mini-lecture presentation on working in teams
- Progress update

Team:

- Chris and Katrina made a YouTube account to assist new users on the Help Centre page.
- Each team member needs to comment through each .js file to identify what work they have completed.
- Ameer has volunteered to create the README for the code.
- We need to change the pictures of each user account. From the previous demonstration, they were set to be pictures of Tony; some users need to have their profile pictures changed.
- Presentation is going to be in week 13 of the semester.

Kate's Lecture: Working in Teams

- Join the right company for you
 - People often make compromises and take whatever is offered to them
- The elevator pitch
 - Figure out who you are
 - Know your strongest skills and experience
 - Explain how you're an asset to the company
 - Tell your story
 - Be clear and confident
- Your manager
 - Your direct/immediate manager:
 - On your side
 - Has his own bosses
 - Guides the project
 - Guides your professional development
- "The 7 habits of highly effective people"
 - Be proactive
 - Begin with the end in mind
 - Put first things first
 - Think win-win
 - Seek first to understand, then to be understood
 - Synergise
 - "Sharpen the saw"
- Covid19 and post-Covid workplace
 - Telecommuting
 - Virtual teams
 - Trends to stay:
 - Working from home
 - "The long weekend" trend

- Remote/virtual teams
 - Challenging
 - Get the team physically together early-on
 - Clarify tasks and processes, not just goals and roles
 - Commit to a communication charter
 - Leverage the best communication technologies
 - Build a team with rhythm
 - Create a “virtual water cooler”; Casual-bants-and-memes text channel
 - Clarify and track commitments
- Working in teams
 - Fun – you are not alone
 - Challenging – people interactions, achieving a common goal

Do what you love, and you'll never work another day in your life.

Presentation Q and A:

- 15 minutes + 5 for questions
- Treat this presentation as presenting the final product, forget about everything said so far.
- It's okay to be repetitive from previous weeks, as we have probably made changes and what was valid in previous sprints may not be valid now.