

---

Project Deliverable #1

---

Welcome to your new software development team! Your first task is, of course, to get to know each other — you will be working together for the next 10 weeks.

## 1 Getting Started

- Introduce the team: include your team's name, a team logo, and a picture of the entire team. (Hint: the easiest way to do this is to screenshot a video meeting!) What are the team's goals in this course? What are your team's strengths? **[5 marks]**
- Introduce the team members: for each member, include a picture and a 150-word biography. A biography should describe you as a professional: think of how you would introduce yourself to a prospective employee. **[2 marks each]**
- Discuss every aspect of the team agreement and submit all your decisions. **[5 marks]**

## 2 Team Expectations Agreement

When working in a team, problems occasionally arise. One source of problems is the differing expectations of team members. For example, one person may think that an email response should come within 2 hours, while another may think that 2 days is acceptable.

To start off the project, your team will establish team expectations<sup>1</sup>. You need to write down the list of *agreed upon guidelines* that your team intends to follow. Include guidelines for the following:

- methods of communication (email, phone, messenger, text, ...)
- communication response times (email, phone, messenger, text, ...)
- regular meeting times,
- meeting attendance (when to meet, whether all meetings are mandatory, ...)
- running meetings (when, which videoconferencing tool to use, who takes minutes, ...)
- meeting preparation (whether preparation is needed, what to prepare, ...)
- division of work (how to divide work, who will decide who does what, ...)
- submitting work (when to submit, who will submit, who will review the submission, ...)
- contingency planning (what if a team member drops out, what if a team member is sick for a significant period of time, what if a team member consistently misses meetings, what if a team member is academically dishonest, ...) We suggest that in these cases, a team promptly seeks help from the team TA or the instructor. It is important not to let such situations escalate.

The list above is just meant to get you started. If you had any team problems in the past, think about what went wrong and how expectations can be set to prevent those types of problems. Each team member is required to (digitally) **sign the agreement**.

---

<sup>1</sup>Based on *Turning Groups into Effective Teams*, Barbara Oakley et al., 2004.

### 3 Presentation and Quality of Writing

You have several options of presenting all write-ups in the course.

- One option (recommended) is to set up a website. Plain vanilla HTML is enough, provided the layout, fonts, etc. are such that it is easy to navigate, easy to read, and it looks professional. Don't forget to think of a user who chooses to read your report on a mobile device — is it still readable there?
- Another option is to produce a **pdf** document. Make sure your document looks professional. Do not forget to include a cover page and a table of contents. Don't forget to think of a user who chooses to read your report in electronic format — include links where appropriate.
- Yet another option is using [markdown](#).
- Should you have a different idea of presenting your work, please, check with the instructor first. Good ideas are always welcome!

Whatever format you choose, make sure the report looks professional and is very easy to read: the TAs will not have much time and you need to convince them you did an excellent job!

The following will always be considered when grading your work in this course:

- Presentation: the report is well formatted, looks professional, is easy to read and to navigate. [**5 marks**]
- Quality of writing: language, grammar, clarity, professionalism. [**5 marks**]

Take a look at the links on the [Resources](#) page of the course website for some useful links on report writing.

### 4 Interview

[**10 marks**] Following the submission of this project deliverable you will have an interview with your team TA. The interview will last 25 minutes. You need to prepare a 20-minute presentation (slides are recommended), in which you:

- Introduce the team:
  - Explain the choice of the team's name, show the logo, mention the strengths of your team.
  - Each member needs to present another team member (i.e., any team member other than him/herself). Mention the strength of each member. What unique qualities are they bringing to your team?
- Discuss the most important aspects of the team agreement.
- Introduce the project you chose to work on. Why did you choose this project? What is your plan to succeed?

To get an excellent grade on your interview, make sure:

- Everybody is on time and everything is set up and tested (cameras, microphones, screen-sharing, etc.) for your presentation.
- Every member contributes equally.
- Your presentation takes between 18 and 20 minutes. Your TA will cut you off at exactly 20 minutes. Whatever you don't present will not be graded!