Summary of Individual Contribution. A short report (at the end of the project), typically up to two pages, which describes the job-role and the work carried out on the project, with an element of self-critique and evaluation. List all deliverables to which you have contributed, and to what extent. As above, these statements should be ratified by the group. Please note that we cannot mark apocryphal work.

SWEng Group 3

Marco Bolt

Team Leader

Summary of Individual Contribution

***My role: Team Leader***

As Team Leader, I was ultimately responsible for the entire team’s output. It was my job to ensure the team were working together towards the same goals and objectives, whilst also making sure those goals were to our standards and the satisfaction of our client(s).

***What I did to satisfy my role***

**Leadership**

My approach to leading the team was to clearly outline objectives and delegate tasks in regular meetings, and allow each member to be in control of, and feel responsible for, their own work. On top of this, I needed to ensure the output was productive for the team effort and to the standards outlined in our documentation.

To achieve this, I needed to have a clear vision of where we as a team currently were and where we were heading. I tried using a shared google calendar to keep track of all deadlines and referred to the project plan to gauge when tasks should be started/finished.

I also needed to have a good understanding of the strengths and limitations of the team so that work could be efficiently and effectively delegated. Unfortunately, this was something that developed with time.

***How effectively I performed my role***

In the first stages of the company development the tasks were clear-cut and easy to track, as these were regular, (relatively) small deliverables where the expected outcome was clear. It was easy to identify which team members would be delegated, as often these smaller deliverables fell right into the defined role descriptions. Working to these regular deadlines meant that there was a good feeling of control and progress in the group.

When the project progressed to the development stage, the dynamic dramatically changed, with one large deliverable at a distant deadline. The Software Manager (Jack Rookes) split the task into several programmer stories and used an online task manager to keep track of the progress on each of them. At this point, I stepped back a little and allowed individuals to assign themselves to tasks and do as much work as they see fit. Unfortunately, this backfired as the lack of direction meant that the team wasn’t motivated to do any work.

***Analysis***