

Working as part of a team is a core aspect of any career. Pooling different skillsets and experiences help to ensure that the result/project outcome is the best it can be. Creating a team dynamic online can be a challenge but this document gives you the tools you need to make the most of any team project or development activity. You can start off by watching this [video](#) on why group work is necessary and how to manage it. It also describes team roles.

To develop an effective team, you will find a **team contract** a very helpful start. This [contract](#) will help set expectations and necessary guidelines for your project. These expectations cover preparations for and attendance of meetings, individual behaviours, and communication. The guidelines should cover roles and responsibilities for each team member to accomplish the given task, the agreed peer feedback process, and a process for dealing with issues. All these will help to foster a sense of community amongst the team members as you get to know each other.

To help you with the creation of your contract, you will need to organise yourselves (assigning team roles, creating timelines, and a communication plan) and decide how you will deal with any challenges, which may vary depending on the task to be completed. Then you can create a team contract using this template. Use your first team meeting to "iron out" the contract, ensuring you have a unanimous agreement on the content. Always ensure every team member has signed the contract (a deadline of 3 days after your first meeting should be sufficient) and has a copy of the final signed version. Where a team activity acts as a summative (or graded) assessment, your tutor will need a copy of this signed contract.

Working as part of a team means that your collective goal should be to successfully accomplish the task set before you. In reaching this goal, disagreements within the team can sometimes occur. A good management principle to help the team deal with disagreements is to **Disagree and Commit**. Here, each team member should clearly voice their opinions and rationale. Then, once a decision is made, every team member should wholly commit to that decision. This also promotes **inclusivity** within the team. **Please note that using tools, methodologies and/or languages that are familiar to only a small number of the team is NOT inclusive and can lead to disaffection and demotivation.**

Finally, with regards to assessment, **your mark for a team assignment or development activity is dependent on how well you contribute to the project**. The peer assessment process for determining your individual score is as follows:

- Once the project has been submitted, each team member is expected to provide a score for the other team members using the criteria in the [peer assessment/evaluation guideline](#).
- Complete the peer assessment/evaluation form, which is available in the **Module Resources** section of the module.
- Submit the form in the designated area of the module.
- The tutor will then add each peer assessment score to the team score, to create a separate score for each team member.

You will need to bear the peer assessment criteria in mind when creating your team contract and reflecting on the work of the team. Your reflection on the team activity should take place **during** the project not just at the end of the module/assignment. If you still have concerns about working in a team, please read more about it on this [help page](#) and/or discuss it further with your tutor.

## Peer review process

This was first introduced to you in your induction module. This is slightly different from Peer Assessment as it provides an avenue for you to provide constructive feedback to your peers - you do not provide a grade and it may not occur in a group or team activity. Peer review can be used to provide feedback on a discussion forum post, an essay, or even on a piece of code.

Key guidelines to help you in the peer review process are provided in the [Peer review guidelines for students](#) document.

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