

# LAGE2 Collaboration - Supporting and managing students' extracurricular activities

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## *Learnings Report*

**Abstract**—In this report I will address the learning acquired during my activity. The activity was to work with LAGE2 (a group that manages and supports students' extracurricular activities) in the Redaction Team, and thus help produce content for LAGE2's site and work with the Book Fair's database by updating it and inserting elements (these topics are covered on the Activity Report). I will address the difficulties and problems faced and how I dealt with them, besides the positive things I learned that will make me a better student and person in the future. I got further experience about topics such as communication, teamwork or time management, as we will see further in this report.

**Index Terms**—(LAGE2, communication, team, work, time management, learning, improving, success.).

## 1 INTRODUCTION

WORKING in the Redaction Team of student groups such as LAGE2, I believe one can acquire a set of skills that will be important in the short and long term. These skills cover many topics and enrich you as a student, allowing you to better thrive in an academic environment such as the one found in IST. One needs to be expedite, efficient and be active in order to help the staff and the group itself. Besides these skills that must come from me, to successfully and professionally do my job, I improved skills such as time management or teamwork. These skills will be addressed in the following topics, finishing the report with the conclusion, where I will reflect about what I've learned and my future as a member of LAGE2.

## 2 WHAT I HAVE LEARNED

In this section I will cover the learning acquired during the activity. It will describe the communication with the group, teamwork between members, the development of my time management skills, and relation with the members.

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### 2.1 Time management

As an engineering student, time management is one of the key factors in academic life. With lots of exams, projects, laboratories and presentations, we have to maximize the time we have available to be successful. Let's not forget that engineers still have social life and we have to combine all this work with that social life, in order to spend some quality time with our friends and family. That said, with this new activity and with the other courses I am doing, I had to carefully plan every day in advance. By starting to use my calendar application (in my computer and smart phone), I was able to assign the number of hours to each course, including the work at LAGE2. That allowed me to better manage my time and get the best use of the time available to each task. As a result, besides my probable success in the other courses, I was able to complete with great success the work I was assigned to do in LAGE2.

### 2.2 Relation with members of LAGE2

Having good relations with the other members is also crucial for the success of any group. Through meetings and other contacts (mainly using our Facebook group and chat), I got to know better about the staff that forms LAGE2.

(1.0) Excellent	LEARNINGS					DOCUMENT							
(0.8) Very Good	Context × 2	Skills × 1	Reflect × 4	Summ × .5	Concl × .5	SCORE	Struct × .25	Ortog × .25	Exec × 4	Form × .25	Titles × .5	File × .5	SCORE
(0.6) Good	1.0	1.0	1.0	1.0	0.8		0.6	1.0	1.0	1.0	0.8	1.0	
(0.4) Fair													
(0.2) Weak													

Knowing who you work with and get along with them is a catalyst for the success of any project or idea. I have to say that I found a very interesting group of people, full of ideas and the will to make LAGE2 grow. Needless to say, they are also one of the reasons for the success of my activity.

### 2.3 Communication

To achieve success in the activity with LAGE2, communication was a very important topic. It was through communication that we decided what contents should be produced for LAGE2's site, how we should do it (their design, organization, etc.) and how we would organize and work on the Book Fair's database. The new ideas that came up during the discussions were also possible because of the good communication between members. This good communication was shown either in person and through our Facebook group and chat as all of us could discuss many topics and quickly reach an agreement. Communication also played a major role during our meetings because we could understand what was going wrong and how we could improve it, and also decide on new events and ideas and start to draw a plan to execute them. Collaboration between groups couldn't also be possible without communication. For instance, I wouldn't be able to gather the information of and about the forming groups of LAGE2 to write the contents and I wouldn't be able to articulate that work with the Book Fair team in order to succeed in both tasks and not disregard one of them.



**Feira do Livro**

Figure 1. Communication played an important part in the success of the activity done in LAGE2.

### 2.4 Teamwork

Together with communication, teamwork helped achieving the results we were expecting, namely the creation of contents for the site and managing the Book Fair database. All the forming groups of LAGE2 worked together with the Redaction and Multimedia Teams, in order to decide about the content organization and composing texts (the database task was a more individual task, it did not need much help from the other forming groups). Without teamwork, all the forming groups would work separately and in a confusing way, and thus the quality of our work would be bad because it would lead to problems like misunderstandings and losses of information along the path of our work. I started to see teamwork as a much more important part of any group and project than I initially thought. It's really a key part and I hope to continue to grow in this skill, as it will be very important for my future working in a company and in projects related to my field. When we work as a team, we are more aware of our surroundings (problems and opportunities) and we get better results.

## 3 CONCLUSION

Of all the topics that I covered in this report, I think that the most important for me is time management. Not managing (or not knowing how to manage) your time can be a recipe for destruction. If you carefully plan every task or activity you have to do, the chances of it being successfully carried out exponentially grow. Of course that I developed the other skills that I mentioned, but I think mentioning this one was more important and in the end they will all help me in my future. I hope to continue to work in the Redaction Team in the near future.

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