

TEDxIST 2015

Diogo Rato

Learning Report

Abstract—TEDxIST is an event that celebrates “ideas worth spreading” at IST’s Tagus Park campus held by LAGE2. The event was created in 2009 and since then revealed some of the greatest minds from IST and Portugal. This report describes the soft-skills that I had to improve as member and coordinator of the TEDxIST 2015 project.

Index Terms—Communication, Team Management, Leadership, Communication, Meetings, Web Development, TEDx-IST, \LaTeX .

1 INTRODUCTION

THIS document explains how some of my soft skills were improved during the time I was in TEDxIST group. This report will describe how I had to learn how to manage a team of 13 people, how my leadership influenced and

well when I'd asked them to do something but, surprisingly, I didn't had to change my relationship with them. The communication wasn't a problem for me but assigning tasks and structuring the group were challenging jobs for me.

2 COMMUNICATION

The contact with sponsors and speakers had templates to be used in order to include all the necessary information and to keep a standard between all the emails. In the beginning of the activity I didn't get assigned to answer those emails but when I was promoted coordinator I went to one meeting with a sponsor. For that meeting I printed a flyer and studied what we needed and what we offered in exchange. The meeting went pretty well, and we got the help from the sponsor for our coffee break at the event.

I had to improve my communication with my fellow colleagues too. Truly, I thought not only my communication had to be improved but the whole interaction with them, I had worked with some of them for the past 3 years and I was afraid that they wouldn't handle

3 TEAM MANAGEMENT

By far this was the most hard job in this journey. Managing a team of 13 elements was a challenge that I never had to face, so I tried to get some guidance from Jorge Saldanha, last year's coordinator, and learnt how other TEDx teams from around the world had their organization structured. Even though I thought that our team was big enough I found out that TEDx's from other universities had teams of 30 to 50 elements and we couldn't had a structure like those groups. Instead I decided to divide the group in 5 departments and each one had a responsible, those had to report to me and they were completely free to assign tasks to their group members. This approached worked pretty well so far and everybody is happy with it, after all I could do achieve the same results without over watching all the members, ~~group's~~ group leaders are happy to gain more responsibilities and the rest of the elements have clearer tasks and known they have someone that can help them with their problems more efficiently.

- *Diogo Rato, nr. 73412,
E-mail: diogo.rato.11@gmail.com Instituto Superior Técnico,
Universidade de Lisboa.*

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4 LEADERSHIP

Personally, I think one of the most important skills a leader must have is knowing how to motivate his colleagues. Since I am coordinator of this project I tried to keep everybody happy and respected them, they also had their school works but we couldn't neglect the work that had to be done. Thankfully, all members were committed to work and organize the best TEDx possible, so I didn't need to motivate them so much still I found myself a lot of times reminding them what needed to be done.

when I have to write reports and papers for the scientific community. I would like to thank Jorge Saldanha for the guidance and help that I needed when I struggled more. Special thanks to André Joaquim that, in the past semester, supported me and the work I've been doing making the task of managing a whole lot easier.

5 WEBSITE DEVELOPMENT

André Joaquim and I were responsible for the development of the website for TEDxIST 2015. The design and development part of the job were familiar to us, we already had quite a lot of experience in that subject but to build the website faster I suggested that we used Foundation Zurb framework so we learnt how to use it. Besides the technical challenges we faced, we had to get so many services enable in Direção de Serviços Informáticos (DSI) that certainly something would went wrong and for sure it did. As Murphy's Law states: what had to be wrong went and I learnt that I can't rely on external services to do their job, if we were, at the date, waiting for DSI to do their job the website wouldn't be developed yet.

Not related with soft-skills!



Diogo Rato My name is Diogo Rato and I'm 21 years old. Currently I'm on the first semester of the MSc in Computer Science at Instituto Superior Técnico (IST). I've already concluded my BSc degree in Computer Science also at IST.

6 CONCLUSION

In the first semester of work at TEDXIST I've improved a lot some of my soft skills like: communication, managing and leadership, besides that I also learnt that using a frameworks to develop the website improves the work flow and reduces the number of resources needed. So far I can say that I've learnt a lot and hope that the rest of the project teaches me even more.

In this type of document (technical), the conclusion should start with a summary of the subject addressed and then should highlight the results.

ACKNOWLEDGMENTS

I would like to thank the professor Rui Santos Cruz for teaching how to do proper scientific documents and for introducing L^AT_EX to my curriculum, I'm sure that it will help me a lot

APPENDIX

STATEMENTS OF EXECUTION



Certificado de Actividade

O LAGE2 - Laboratório de Apoio à Gestão de Actividades Extracurriculares dos Estudantes - certifica que o(a) aluno(a) **Diogo Rato**, com o número **73412**, realizou actividade neste laboratório durante o **1º** semestre do ano lectivo **2014/2015** no âmbito do(s) **TEDx**, cumprindo o requerido pelo regulamento dos Portfolios Pessoais.

**Laboratório de Apoio à Gestão de
Actividades Extracurriculares dos Estudantes**

O Presidente,

Ricardo Ferreira

Ricardo J. Ferreira