Tools for managing work in teams

Qualities of Effective Teams

- Clear, straightforward **communication**

- The load is shared

- Adaptable to changing circumstances

- Reliable

- Supportive

- Shared goal/Collaborative/Cooperative

Team Leads

The Team Lead:

- Is a facilitator for daily standups, team check-ins, and reaching out to the instructional team when their team has a group question

- Is the team's spokesperson

- Helps the team reach a consensus on the direction of the project

The Team Lead **Is Not**:

- The subject matter expert

- The most experienced in the technology

- Expected to do nor responsible for the majority of the team's work (group work should be divided and shared between all members of the team)

Agile workflow

- Sprints

- Minimally Viable Product/Iteration

- Retrospectives

- Daily Standup

- Kanban Boards

Sprints

- Defined period of time for which a body of work is to be completed

- Each sprint starts with a set of goals and ends with a retrospective

- Opportunity to test out new approaches to team workflow/interaction defined in previous retrospective

Minimum Viable Product/Iteration

- At the outset of a project, the basic components needed to deliver the required insights / functionality are defined as the MVP

- Goals, MVP, workflow, etc. can be updated periodically based on accomplishments, improved understanding, and/or external factors shift

Retrospective

A structured way to look back at the previous sprint, evaluate team performance, and outline new methodology to improve performance in the next sprint.

The best retrospectives are:

- Collaborative
- Have well defined points of what went well or didn't go well
- Have concrete Action Items that are assigned to individual owners

Daily Standup

Daily standup is a short (10-15 min, everyone should be able to comfortably stand for the whole time) conversation where everyone discusses their progress and can troubleshoot issues as a group. Each person will talk about:

- What have I done since the last standup
- What do I plan to do next
- What impediments do I have

Daily Standups should not include code walk throughs or demos, just high level descriptions of progress. In depth conversations should be held until after the standup.

Daily Standup

- Many teams do daily standups, so getting in the routine will be useful in future jobs

- As the projects in the class become more complex standups will be important for monitoring team progress, checking interdependencies, and coordinating getting tasks done

- Standup is not a substitute for regular conversation about work and issues that come up. It is just to make sure no issue goes unaddressed for more than 24 hours.

- ***Aim to do standup at the beginning of project work every day during class***

To Be Continued with Kanban boards...