Project Team Protocol

This document has been adapted from that provided by Yvonne Dittrich in past years, and is inspired by these works and resources:

*1. G. Salmon: E-tivities. Kogan Page, 2002.*

*2. Agertoft et al.: Deltager i netbaseret læring, Billesøe & Baltzer 2003.*

The items and questions below are meant as inspiration for your discussion of a learning group Protocol.

**Platforms for communication | Everything will be done in Teams 😀 except we use Trello for project planning**

You need to decide and agree on which platform to use for:

• Creating, Sharing and Maintaining documents

• Virtual meetings

• Tracking work progress

• Meetings with the supervisor

• Asynchronous communication within the group and with the supervisor

**Forms of dialogue**

**--** *We will figure it out on the way, but we will always allow people to join in remotely (with camera). Involve remote people as much as possible. Everyone always has a say, but we also respect a majority vote in time-sensitive cases.* ***--***

Your team consists of members that might be participating remotely for various reasons. How can you to act as one group?

• How can we keep everybody up to date?

• How can we do we make sure that everybody can contribute to the discussion?

• How can we make sure that decisions are supported by everybody?

**Discussions on lists and in forums**  
**--** *Reacting to messages in the threads. “Important” messages should be addressed <48h. Don’t add new topics to the thread, make a new thread.* **--**

• Postings to the list or forum should not extend (1⁄2 page)

• Meaningful titles are essential – remember titles should summarize the text they head

• If we reply to just some part of a posted message, we will always make it clear which part we are referring to (maybe copy & paste)

• We will start a new discussion when the topic for a discussion changes instead of continuing the same thread

• We will answer within 48? Hours, when team members post questions to the list/forum

**File sharing**  
**--** *Teams?* **--**

• We will agree on a structure of meaningful folders on the platform we decide for

• We will name our documents with meaningful titles and version numbers

• How do we mark revisions and remarks if we review other group member’s texts?

• How do we ensure change traceability and documents’ status? – this will be studied

in depth as part of CM but very important to keep in mind from the beginning.

**Constructive criticism**  
*-- We ASSUME everyone is doing their best :) --*

• We will give each other feedback on drafts.

• If we disagree or need to criticize a team member’s text, we will remember to start out with praising what is good in the text before we criticize

• We will remember that the written word “strikes” harder than the spoken word

• We will remember to acknowledge each others’ competences

• We will not use capital letters (shouting)

• We will try to solve issues in the group between us first