Project Team Protocol

Author:

Responsible:

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| Version | Change | Author | Date |
| 0 | Added ChangeLog (change me) | Peter | 22/09 |
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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**

Communication is facilitated through Teams. Both communication for the group internally, but also for planning and questions with our supervisor. Trello is used to get an overview of tasks and for project planning.

**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. Updates are always put out in our Teams chat, and the Trello board is updated.

Everyone always has a say regarding project decisions, but we also respect a majority vote in time-sensitive cases. To ensure that said decisions are always supported by everybody, we must discuss them properly.

**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. If one should have any doubt, worry, or questions about a task or topic, it is highly advised to write in our chat on Teams. Other group members must address the question in one way or another. If we reply to just some part of a posted message, we will always make it clear which part we are referring to. We will start a new discussion when the topic for a discussion changes instead of continuing the same thread. As a general guideline, we will answer within 48 Hours MAXIMUM, when team members post questions to the Teams channel/chat.

**File sharing**

File sharing is done on Teams with a thoughtful structure and meaningful folder names. We will name our documents with meaningful titles and version numbers. Revisions and remarks are made using the *review – track changes* function in Word. These reviews are made in a document when it has been decided that said document should be under review by the rest of the group. Comments can also be made.

**Constructive criticism**

We assume that each group member is doing their best and acknowledge each other’s competences. If any issues arise, we shall attempt to solve them in the group between us first. If we disagree or need to criticise a team member’s text, we shall do so respectfully and start by praising what is good in the text. It is recommended that if any group member is ever in doubt about a task/deliverable and would like for an extra set of eyes or two, they should ask questions or ask for a review by other group members.