

ENGF0001 Team Meeting Slides for Workshops

Please Check your Weekly Task in this Guide

Teamwork and Project Management in Challenge 2

- Typically during a project, teams will periodically meet to make decisions, review those decisions and discuss issues.
- As part of Challenge 2, we have given you a model for team meetings, with one formal meeting a week.
- That does not mean that you should only be meeting once a week.
- This weekly meeting is about project management and not project content.



During your Face to Face Workshop

- At the start of each face to face workshop your team will have 5-10 mins to meet.
- We will give a series of questions that as a team you need to answer.
- If you find that you need a bit more time, you will need to continue your discussion after the face to face workshop.



After your Face to Face workshop

- One member of your team will submit the answers to those questions via a Microsoft form.
- This forms a record of your meeting.
- You should submit that form within 48 hours of your team meeting.
- If as a team you submit less than 6 out of the 7 weekly meeting records, a penalty will be applied.



Week 1 (term week 4)

You have 5-10 mins to meet as a team and discuss the following questions.

- Alongside Microsoft Teams, what other communication methods are you going to use?
- Which 4 IPAC criteria is your team choosing?
- What challenges or barriers has your team experienced this week?
- What is each team member going to do before the next meeting?

Important Info

IPAC criteria
submission – 1pm
5th Nov

Team Proposal
Presentation – week
starting 15th Nov

General Team Roles

- Team Member
- Task Lead

General Team Roles Job Descriptions

Team member -

- Contact the task lead if anything in your schedule changes or you are late for a deadline.
- If you are going to be late for a deadline, give the task lead a heads up and a realistic estimation of when you will be finished
- Always contribute to meetings and listen to others
- Be honest about what you feel you can and cannot achieve

Task lead -

- Meeting facilitator for the relevant task or discussion lead for that task in general meetings
- Ask one other team member to be the scribe or take notes yourself.
- Share meeting minutes with all team members after the meeting
- Keep note of task schedule and keep it up to date
- Take the initiative to contact team members if anything changes in your research, designs, or schedule.

Week 2 (Term Week 5)

You have 5-10 mins to meet as a team and discuss the following questions.

- Which team members will be taking on which presentation roles? Add this to your presentation schedule on your team's MS Teams channel
- By what dates do they need to have completed their work? Add this to your presentation schedule on your team's MS Teams channel
- What has each team member done since the last meeting?
- What challenges or barriers has your team experienced this week?
- What is each team member going to do before the next meeting?

Important Info

IPAC criteria
submission – 1pm
5th Nov

Team Proposal
Presentation – week
starting 15th Nov

Presentation Roles

- Presentation Writers and Speakers
- Presentation Task Lead

Presentation Roles Job Descriptions

Presentation Writers and Speakers:

- Attend meetings and contribute ideas and suggestions
- Make yourself aware of the schedule and your own deadlines in it
- Create your slide(s) by the agreed date
- If you are delayed or need to make changes to the content of your section, let the task lead know immediately
- Submit your slide to task lead by agreed deadline

Presentation Roles Job Descriptions

Presentation Task Lead:

- Check on moodle for the instructions and marking criteria for the task and share with your team.
- Facilitate an initial meeting to decide on:
 - The content of your presentation (what do you want to say)
 - Who will create the power-point slides
 - Who will speak
 - Your schedule and internal team deadlines
- Fill in the presentation schedule sheet with dates, names and responsibilities and share with your team
- Make a bullet point synopsis of your agreed content and share with your team
- Once all slides have been submitted you should proof-read them, check for duplications and inconsistencies and pull them into one slide show.
- Share the final slide show with your team
- Make certain that your slide show is in accessible form and ready to run on the day of presentation

Week 3 (Term Week 6)

You have 5-10 mins to meet as a team and discuss the following questions.

- What has each team member done since the last meeting?
- What challenges or barriers has your team experienced this week?
- What is each team member going to do before the next meeting?

Important Info

Team Presentation
is this week

Social Impact
Report - 1pm 3rd
Dec

Team
Demonstration –
week starting 6th
Dec

Week 4 (Term Week 7)

You have 5-10 mins to meet as a team and discuss the following questions.

- Which team members will be taking on which demonstration roles? Add this to your demonstration schedule on your team's MS Teams channel
- By what dates do they need to have completed their work? Add this to your demonstration schedule on your team's MS Teams channel
- What has each team member done since the last meeting?
- What challenges or barriers has your team experienced this week?
- What is each team member going to do before the next meeting?

Important Info

Social Impact
Report - 3rd Dec

Team
Demonstration –
week starting 6th
Dec

Demonstration
Roles

- Build Engineers
- Demo Task Lead

Demonstration Roles Job Descriptions

Build Engineers

- Attend meetings and contribute ideas and suggestions
- Make yourself aware of the schedule and your own responsibilities
- Once you start work on your part of the build, be certain to inform your team members of any changes you have had to make or delays you have experienced
- Ask advice and help of other team members if you hit difficulties with your build
- If you are working in small groups, decide on who will run and present your demo on the assessment day.

Demo Task Lead:

- Check on moodle for the instructions and marking criteria for the demo.
- Facilitate an initial meeting to decide on:
 - o Who will undertake which parts of the build
 - o Your schedule and internal team deadlines
- Fill in the presentation schedule sheet with dates, names and responsibilities and share with your team
- Check on all team members progress throughout the build process and be prepared to pull in (including yourself) other team members for help if necessary.

Week 5 (Term Week 8)

You have 5-10 mins to meet as a team and discuss the following questions.

- What adjustments are needed to your demonstration schedule?
- Which team members will be taking on which report roles? Add this to your report schedule on your team's MS Teams channel
- By what dates do they need to have completed their work? Add this to your report schedule on your team's MS Teams channel
- What has each team member done since the last meeting?
- What challenges or barriers has your team experienced this week?
- What is each team member going to do before the next meeting?

Important Info

Social Impact Report is due this week

Team Demonstration – week starting 6th Dec

Writing Roles

- Writers
- Report Task Lead

Writing Roles Job Descriptions

Writers:

- Attend meetings and contribute ideas and suggestions
- Make yourself aware of the schedule and your own responsibilities
- Produce a bullet point outline of your section and share with the team by an agreed deadline, be prepared to make changes in response to team feedback and discussion
- Ask other team members for help and advice with anything you find difficult or problematic
- Write the section to an agreed word length sticking closely to the agreed bullet point synopsis
- Let your team know of any problems, delays or changes you encounter
- Deliver the section to the editor(s) by the agreed deadline
- Take feedback from the editor and be prepared to
 - provide details or make changes to the section as requested

Writing Roles Job Descriptions

Report Task Lead

- Check on moodle for the instructions and marking criteria for the demo.
- Facilitate an initial meeting to decide on:
 - The section headings and content of your report
 - Set and fill in the schedule and share it with the team
 - Set the date of a meeting to discuss and agree bullet point outlines
 - Make certain that team members understand that their section must link to the one before it and the one after it (leave enough time to pull the sections into a single coherent report).
- Keep an eye on the schedule and be prepared to pull in other team members (including yourself) if one of the sections is proving difficult or problematic
- Once final sections are submitted, pull them together into one document, proofread, and remove irrelevant/duplicated content
- Ask writers for clarification or changes if required
- Share the edited version with your team and ask for feedback before submitting
- Submit the report ahead of the assignment deadline

Week 6 (Term Week 9)

You have 5-10 mins to meet as a team and discuss the following questions.

- Are you on track to complete the project?
- What adjustments are needed to your demonstration and report schedules?
- What has each team member done since the last meeting?
- What challenges or barriers has your team experienced this week?
- What is each team member going to do before the next meeting?

Important Info

Team
Demonstration – this week

Team Final Report –
1pm 17th Dec

Individual
Contribution to
Teamwork – 1pm
22nd Dec

Week 7 (Term Week 10)

You have 5-10 mins to meet as a team and discuss the following questions.

- Are you on track to complete the project?
- What adjustments are needed to your report schedule?
- What has each team member done since the last meeting?
- What challenges or barriers has your team experienced this week?

Important Info

Team Final Report –
1 pm 17th Dec

Individual
Contribution to
Teamwork – 1 pm
22nd Dec