

Tasks

- Group allocation
 - Total 9 groups in this section
 - 4 students in a group
 - A student can choose one student to his group
 - Others by lot
 - Students register groups in iSpace
- Explain the course contents
 - Syllabus (iSpace)
 - CRA (iSpace)
 - Schedule (iSpace)

Tasks

- Teamwork
 - What is a team work (document)
 - Read the document
 - Discussion (Teacher and Student)
 - What are good attitudes and actions in team work
 - What attitudes and actions are not accepted in team work
 - Communication skills

Tasks

- Meeting minutes
 - Explain the meeting minutes template (iSpace)
 - First meeting – **election of project leader and secretary**, discussion of teamwork.
 - **Each member** should finish a meeting minute (file name: #####.docx. ##### is student ID)
 - **Submit** meeting minutes into iSpace (**Every member**)

Tasks

- Introduce points to version control (iSpace "*Using version control system.doc*")
- Tutorials on how to use GitHub with Eclipse
- Submit meeting minutes into GitHub
 1. Team leader creates two sub-folders in the “Docs” folder.
 2. Each student then creates one subfolder in “Docs”
(*Refer to Using version control system.doc*)
 3. Secretary upload the meeting minutes into GitHub.