MIS781 Managing Teamwork Guide

To make your teamwork visible and to effectively manage your team's tasks, communication, milestones, files and progress, you have access to **Microsoft Teams**. Please use Microsoft Teams Student Support webpage to familiarise yourself with the platform and make the most out of this feature-rich platform designed to support online team collaboration. Additional resources to help you with using MS Teams have been provided in the Unit Assessment folder.

Using MS Teams will also allow you to fully and constructively capture the evidence of how you work in a team**.** This evidence is crucial in supporting your peer evaluation and reflection part of this task.

Important:
It is recommended that you follow the instructions of managing teamwork (see below). Please note that to generate sufficient quality evidence for **Group Assignment**, all critical team processes, **MS Teams** and MS Tasks by Planner and To Do setup, communication, collaboration, planning, allocation of team roles/responsibilities/tasks, goal setting, file management, etc should be discussed by all team members, carefully considered and put in place BEFORE your team starts working on the Group Assignment.

A **list of useful resources to help you effectively manage your team project** has been provided in the Unit Assessment Folder and below. Please study the resources thoroughly before starting on the task.

When you create teams for your Group Assignment, please ensure:
1. Appropriate naming conventions: eg **MIS781 T1 2023 Group Assignment Group 7**
2. You add your tutor (Mengying Liu/Marina or Habibur Rahman). Please assign their role as 'owner'.

To substantiate your contribution, you **must keep a record of your teamwork activities**: log/diary of group activities, meetings/division of work and expectations. Your evidence needs to be integrated as supporting ideas or examples in your writing. This may include the following:

- **Team Canvas/team contract**
- **meeting agendas, minutes of meetings and action items.**
- **Project milestones and deadlines**
- **Written communications within the team, eg email, chat, MS Teams communication (posts, notes, comments, etc)**
- **Teamwork skills self-assessment**
- **Other relevant evidence**

MS Teams Resources

- Microsoft Teams Student Support (Deakin University)
- Learn How to Use Microsoft Teams – Beginner's Tutorial
- Connecting with Microsoft Teams as a student
- Signing into Microsoft Teams for the first time if you're a student
- Microsoft Teams Full Student Guide. Remote Learning & Teaching
- Microsoft Teams student group project scenario
- MS Teams Guide (Office Downloadable Guides Section)
- How to record a meeting in Microsoft Teams, demo tutorial

It might also be useful to look at the following resources:

Teamwork Resources

Understanding Teamwork

- [Forming, storming, norming, performing, and adjourning (as told by the Fellowship of the Ring)](#)
- [Good teamwork and Bad teamwork](#)
- [Secrets Of Successful Teamwork: Insights From Google](#)

Project Management

- [Project Planning for Beginners](#)
- [Managing Projects with Microsoft Teams](#) (LinkedIn Learning)
- [Project Management Foundations: Small Projects](#) (LinkedIn Learning)
- [The BALM Task Allocation Model](#)

Team Processes

- [Characteristics of Effective Teams](#)

Communication

- [Communication within Teams](#) (LinkedIn Learning)

Collaboration

- [Essentials of Team Collaboration](#) (LinkedIn Learning)
- [Being an Effective Team Member](#) (LinkedIn Learning)
- [Creating a Culture of Collaboration](#) (LinkedIn Learning)

Team Roles & Team Goals

- [Teamwork Foundations](#) (LinkedIn Learning)
- [Benne and Sheats' Group Roles](#)

Feedback

[Giving and Receiving Feedback (The art and science of feedback)](#) (LinkedIn Learning)