**DATA1100, Mandatory Assignment Module 0:**

*Group Work*

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| Instructions: |
| Below you will find the assignment for this module, or lecture.  You answer the assignment by filling in the form.  The form includes 7 steps that will guide your discussions. Each step includes a short description of what you should do. It also includes a suggested timeframe for each step. You fill in the form by way of keywords or full paragraphs. Use sources, when necessary, there is a section at the end for references. Preferably use the style of [APA7th](https://kildekompasset.no/en/referencing-styles/apa-7th/). Each step is given an approximate word count, meant as a guideline, rather than absolute criteria.  Before you start solving the assignment, you need to distribute roles in the group:   * There needs to be a group leader, for this assignment, who is responsible for reading out the assignment and following the 7 steps. * A note-taker, which does the writing, saves the document and hands it in, in Canvas, when you have finished the assignment. * A timekeeper, which assures that you stay within the allocated time frame. * All other members of the group must be stated under “other members” by their full name. * **Only members of the group that have their name on this assignment, and hence have actually participated in the discussion, can get a pass and include the assignment as 1 of 5 obligatory assignments qualifying for the exam.**   The point of filling in a table, rather than writing a longer essay, is that answers should be brief and concise. Before the discussions you should have prepared individually by going through the corresponding material in Canvas. All assignments should include reference to material in Canvas. This does not have to include a proper academic source in APA7th, it is ok to say for example “as Geirbo says under page 1.3 in Canvas….”  **Only one member of each group submits the filled-out form in Canvas, as doc(x) or pdf.**  If you have any questions please ask a teaching assistant for guidance, preferably in one of the labs.  In other words:   1. Prepare for the discussions individually. 2. Meet the rest of the group somewhere, preferably in the labs. 3. Assign roles. 4. Go through the steps, enter your answers directly into the assignment form. 5. Save the file, upload to Canvas and await your reply on pass, or fail. 6. The deadline is: Nov. 4th, but preferably hand in as soon as possible to guarantee evaluation. |

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| Assignment: |
| **Introduction:**  Imagine that three years from now, you have finished your degree at OsloMet and have just been recruited to one of the largest consultancy firms in Norway. In the first week in your new position, you are told by your supervisor that, in addition to your individual tasks, you will be working with a small team of 5-6 people, who regularly meet to discuss and find good balanced solutions to complex situations and problems within the company or society in general.  **Case:**  Your first assignment as a group is to investigate the pros/cons of working in a group. In what areas can you contribute. What sort of situations, problems or cases are best solved in groups? What does this way of working say about what your company focuses on?  Use the form below to discuss such issues. Attempt to stay within the set timeframe. Submit the completed form in Canvas. **At the end of the form is a suggestion for a group contract**. It is recommended that you fill in this contract and hand it in together with the form. |

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| Assignment number: | 0 |
| Group leader on this assignment: |  |
| Notetaker: |  |
| Timekeeper: |  |
| Other members: |  |
| Physical/Digital Lab? |  |

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| Steps: | Write a summary from your discussions below: | Time: |
| 1. Immediate reactions:   Discuss your immediate reactions to working in a group with strangers. Write down 3 short sentences summarizing your discussion: |  | 10  min |
| 1. Identify the Situation:   *What type of cases, problems or issues lend themselves to be discussed in groups? Why not just do it individually?*  *Write one paragraph approx. 100-200 words.* |  | Use  10  min |
| 1. Brainstorm:   *Give three arguments against working in a small group.*  *Approx. 100 words* |  | 10 min |
| 1. Brainstorm:   *Give three arguments in favor of working in a small group.*  *Approx. 100 words* |  | 10  min |
| 1. Argument:   *Write one paragraph on why disagreement is beneficial when solving complex cases or problems.*  Approx. 70-100 words |  | 10 min |
| 1. Group Conflict:   Imagine that one of your hypothetical co-workers starts missing many of the meetings. How would you best manage the situation within the group?  *Write one paragraph: Approx. 70-100 words* |  | 10  min |
| 1. Group Contract:   *Below you will find a suggestion for a group contract. This is optional, but if think it could help solve potential group conflicts, please fill it out, sign and hand in together with this form in Canvas.* |  | 15  min |
| Review Answers:  The group leader or notetaker reads back the answers in the form. Make sure language is intelligible. Add sources when necessary, or agree on who will do so later. Save and upload in Canvas to complete 1 out of 5 obligatory assignments. |  | 15  min |

**Appendix:**

Group Work Agreement

A team with members that have not worked together may need to establish some work rules.

The project group ground rules below describe the general responsibilities of every member to the group. You can adopt additional ground rules if your group believes they are needed. Your signature on this contract form signifies your commitment to adhere to these rules and expectations.

All group members agree to: 

1. Come to team meetings on time.
2. Come to team meetings with assignments and other necessary preparations completed.
3. Maintain regular contact with the group and the teaching assistants
4. Contribute equitably to all group work.
5. Assign group roles and follow the methodology found in the assignment template
6. Notify the group as soon as possible of any changes in circumstance that impact the group work.

Additional ground rules (make your own): 

1.

2.

If a member of the project team repeatedly fails to meet these ground rules, other members of the group are expected to take the following actions:

Step 1:

Step 2: Bring the issue to the attention of the teaching assistant responsible for group work

Step 3: Meet as a group with the teaching team.

The teaching team reserves the right to make the final decisions to resolve difficulties that arise within the groups. Before this becomes necessary, the team should try to find a fair and equitable solution to the problem.

Member's Signatures: