Teamwork Basics Report

Work was picked based upon first come basis (All tasks were available to everybody, but the team leader had first pick and the rest of the tasks were available to everyone else). The team leader will set the deadlines, but we all pick the deadlines collectively. We setup deadlines where if someone is behind the deadline, they have to submit it at their earliest convenience. Essentially, if we have a checkpoint due on Friday, we will set the deadline on Thursday so we have time to put everything together and get it to the team leader. We also check on each other to make sure everyone is on the same pace. We will review our own work, but we have a location where we put all of our assignments that are due. The team leader will ultimately check the assignment as well to make sure we did not make any mistakes, but we as a team, will look over each of the assignments that will be turned in. If we have differences in opinions on how to work on an assignment, we will resolve the issue by finding some sort of middle ground. If we are not able to hash out our problem and find a solution to our differences; we are forced to let the individual either go with solving the problem or task their own and learn from their mistakes or being able to compromise the situation beforehand.

For our project we are assigning a team leader or a facilitator for each of our checkpoints for the project. He or she will be responsible as well as everyone in the group to work on assigned tasks but will mainly focus on helping others who need help, assisting them where files are placed, and also outlining the parameters of each assignment to make sure each task is done to the best of the individuals ability. The facilitator is rotated for each checkpoint so everyone has the chance to help each other out and use their skills of a team leader to ensure everyone is completing their assignments in a timely manner as well as completing it properly. The responsibilities of a group facilitator include: Communicating with team members to assure assignments are being completed before the deadline, gathering all the required documents and assignments and making sure they meet the requirements of the rubric, contacting the TA responsible for receiving the assignments for the checkpoint, observing the assignments ahead of time, preferably when the project starts and having an outline for the expectations of each of the team members as well as the facilitator him or herself, and overall getting input from each of the team members and making sure decisions are made collectively rather than solely on the team leader.

Our group started using a group message using our numbers but we resorted to using GroupMe as it will be easier to communicate and send any form of documents especially since some of us are on different platforms (Android, iOS, Windows etc.). We use our student email to contact each other for any other reason such as sending a document or communicating, but most of our files and tasks will be stored on Github. We may call each other if we are meeting outside of class or if someone has not arrived on time, we can contact them through their phone to confirm they are meeting the group on time.

We all gave our schedules when the project started and we are meeting during school hours as well as outside of class. We all live close to each other and if someone lives out of the radius of other team members, we are responsible for accommodating the individual(s) to find a place where we can meet at ease. During school hours, we do not have an issue since we all are in the vicinity, however if we are meeting outside of class, we are responsible collectively as a group to find a place (library or coffee shop of some sort) to discuss any issues that arise. We plan our meeting ahead of time and make sure each team member has it marked on their calendar to meet at the scheduled time. If for any reason the individual has any issues meeting, he or she should let the group know ahead of time to accommodate them or he or she should make time to contact the group to be up to date on deadlines and expectations for the assignments.

During our meeting we mainly focus on our project and our tasks that pertain to the project or class as a whole. We should eat before we meet or at the start of the meeting but we will not during the meeting unless we get a big part of the project done for the checkpoint and we all take a break together.