26/1/23

I will put any comments, feedback or questions into this document anytime I review your folder. Please make sure you all have access and check the folder regularly. As part of outcome 1 please upload a copy of your my world of Work Strengths into this folder as well as uploading to Brightspace. This means you can all see each other's strengths and make an informed choice of allocation of team roles.

2/2/23

Thanks for uploading your strengths, please remember if you have not already done so to upload to Brightspace under assignments also.

7/2/23

It looks like you are making progress assessing team skills which will allow you to plan team roles. Just make sure everyone is involved in the process.

Hopefully by the end of class tomorrow you can have an idea of what your project will entail so you can pitch the following week have roles assigned accordingly.

I appreciate having my own folder but perhaps it may be more effective just having my feedback document in the root folder so you can see easily when it was last updated. Just a suggestion.

13/2/23

You have made some progress by identifying tasks to do, none of which have yet been done as far as I am aware. I have seen your minutes and agenda from last week, these would usually be two separate documents but for a first attempt this is a good start. Much more information in Brightspace about agendas and minute taking as I highlighted last week.

I look forward to attending your meeting on Wednesday but have yet to receive an appointment and agenda and as it’s now approx. 48 hours before the meeting these should have been sent by now. I would have expected the agenda to be attached to the meeting invite.

Regarding any documents you are creating I would recommend using a document tracking system so you can ensure you are always up to date with times, dates, and current information. The use of headers and footers is also recommended to keep everything professional as I have just done with this document.

22/3/23

Everyone present. Agenda and previous minutes provided for meeting. Lots of chat about how to undertake the project.

6/3/23

Thanks for our outcome 1 submission please see your feedback below.

You have clearly shown how you have identified skills within the team and allocated appropriately. Through your team meetings and elevator pitch you have negotiated within the team and agreed the scope and procedures of the project. It can be seen through your weekly minutes you are progressing well with the project and have organised and adapted the team roles to contribute to the project. I like your personal daily logs but think it should be a weekly log.

Your additional support document clearly states the required resources to be used throughout the project. Through your records of meetings and additional support documents you have shown the negotiation and agreeing of working methods that are consistent with the resources available. While not everything submitted needs to be converted this document should have been a pdf along with your cover sheet. Please ensure outcomes 2 and 3 are submitted appropriately as requested.

Through your weekly meetings, online shared folder, which is regularly updated and submission, I can see you have identified resources required and developed an appropriate project plan. You could improve your submission by having an extended task list for the project over the time frame you have for completing the project.

You have successfully achieved and passed all aspects of outcome 1. Continue to hold your regular meetings, by the end of the semester you should have a minimum of 6 planned meetings with agendas and accurate minutes. If you have any questions regarding your feedback, please get in touch.

14/3/23

Nothing much to say as nothing has been done since last week it seems. Hope you are getting on with your research for Outcome 2. Any questions just ask.

21/3/23 Thanks for the invitation, agenda and minutes for your meeting tomorrow. I plan to attend and observe if you can delay it till 11.45. Hopefully you will be discussing your research topics which will help the team progress.

27/3/23 As only one of your team turned up for class last week Ivan and I took the executive decision not to bother holding the meeting. I would like to observe your team meeting this week so it would be beneficial for you all to attend and send out the updated agenda and previous minutes in advance of Wednesday. Hope to see you then.

29/3/23

I attended your meeting, it was good to see all members were fully engaged in the meeting, the agenda was followed and completed actions were confirmed and signed off. It was a very positive supportive meeting with everyone looking for tasks to complete and team members supporting each other. Sandra and Ruben were leading the meeting with Ruben taking the minutes. Ivan and Ferd were both contributing to the meeting throughout. The project is progressing although I would expect further progress with the website at this time. There are no concerns with completion of the task within the time frame. It was good to see you discuss outcome 2 and the research tasks.