

# CIS2170 User Interface Design

## Lab 1 - Working as a Team

In Today's Lab:

- Identify Your Expectations
- Form Your Team
- Develop a Team Contract
- What to Submit

*This lab will not be graded.*

*This course includes 2 assignments worth 30% of your final grade. These assignments are team-based. Working in A team is essential to do well in this course.*

# Identifying Your Expectations

In the first 10 minutes of the lab, jot down answers to the following questions (*note: you will use these answers a little later in this lab - so seriously consider your responses*):

- What are the things in your life that might interfere with your ability to complete work in this class? You do not have to get into personal details - just identify if/when you might not be able to contribute at 100%.
- How do you prefer to keep in contact with your team? In face-to-face meetings? Email? Slack? Something else?
- How often do you prefer to keep in contact with your team?
- Are you the type of person who prefers to have assignments completed a few days in advance of their due dates? Or do you keep working up to the last minute? Or are you somewhere in between?
- Are you the type of person who trusts your teammates will do exactly what is asked of them, or would you prefer to have time for everyone to review all materials before they are submitted?
- What do you expect from the other members of your team? What do you expect from yourself?
- Have you ever experienced a team project where a team member wasn't performing up to your expectations? What did you do? How did you handle it?
- What was the worst team experience you ever had? What made it terrible?
- What was the best team experience you ever had? What made it great?

As a lab, develop a list of characteristics that describe great team experiences vs terrible team experiences.

# Form Teams

As a lab, discuss some of the answers to the questions you considered in the previous section with your potential teammates.

Based on the conversation, form your team. Teams can be no fewer than 3 people, and no more than 4 people. Team members must be in the same lab.

Once you have formed your teams:

- Open this [google sheet](#).
- Find your lab session (bottom tabs).
- Enter your first & last names.
- Enter your UofG email addresses.
- Enter your team's name. (Please ensure your team has a suitable and appropriate name. If an unsuitable or inappropriate name is chosen, I reserve the right to change it to something like "Peppa Pig" or another placeholder.)

***Teams must be formed and finalized by the end of your lab session. If you are not part of a team by that time, I reserve the right to assign you to a team.***

# Develop A Team Contract

A team contract will help you and your team manage the work you need to complete this semester, and it will help you manage team dynamics.

A team contract should include a set of expectations that you have for yourself and your team.

In the event that there are issues within your team, the teaching team will use your team contract to manage them.

To help you build your team contract, discuss the following questions as a team:

- What kind of work would you expect from someone to receive A 65? or 80? or 80+?
- When would you expect deliverables to be submitted? Who collates them? Who edits them? Who submits them?
- Are there standards that you expect each team member to meet?

Use the lab's list of characteristics that describe great and terrible team experiences, and the following Google Doc template to develop your team's team contract:

[CIS2170 team contract template](#)

***\*Note: copy the contents into your own Google Doc.***

If you have time, discuss your team contract with another team. Share ideas or questions you might have about their contract, as this might help you find loopholes or things you didn't consider.

# What to Submit

Be sure to document your team name and list your team members in this [Google Sheet](#). This must be completed by the end of your lab session.

Submit your team contract via CourseLink (see Lab 1: Team Contract). This must be submitted by the end of your lab session.

*This lab will **NOT** be graded.*