

This is 183

L17: Week 10 – Wednesday

Reminders

- Exam 2 is in one week!
 - Exam Review: Sunday at 6pm in CHEM 1800
 - Today is last day to sign up for alternate

Collaborating Effectively

EECS 183, W'16

Getting to Know You -- NOW

- If all already know each other, can skip
- If all don't know each other
 - have coffee
 - go bowling
 - throw a frisbee around
 - cook a meal together

Develop a contract

All are expected to

- attend all meetings
 - if cannot make meeting will notify all others on reason
 - if good reason, team will get member caught up on all work
 - if not good reason, write it in the log
 - too many, talk to instructor
- have work done before meeting
- be respectful of others

Designate a person in charge

- Rotate who's in charge
 - over the weeks
 - as jobs change,
 - deadlines are due, etc.

Meeting Times

- Agree on
 - a common meeting time and
 - what each member should have done before each meeting

Outside meetings

- Do the required individual preparation
 - Do the readings
 - Do the tutorials
 - Write the code
 - Test the code

Meet and Work

- Check to make sure all are up-to-date
- Check if there are any issues
 - can't figure something out
- Discuss next step
 - assign jobs
- Agree on next meeting day/time and assignments

Communication

- Keep each other updated
 - text/email/groupme
- Meet frequently –
 - set specific times each week to physically work next to each other
- Make sure everyone is clear on their assigned tasks and on deadlines

Splitting Tasks

- Be sure to split the work evenly among teammates
- If you can't do your part or need help, TELL YOUR TEAMMATES.
 - Being open, transparent, and truthful can reduce problems

Schedule

- Both meetings and self-imposed deadlines
- Can be flexible
- Help groups complete the project better and with less stress

Schedule

- Use Google Docs
 - to track tasks assigned
 - to track meetings
 - to track deadlines
- We use it a lot

Conflict Resolution

- Talk to teammates EARLY if there is an issue
- Do NOT wait until end of project
- Consult with instructor if conflict arises that cannot be worked through by team

Give Compliments

- Talk to teammates EARLY and often
- Tell them when they did an outstanding job
- Tell them when you really appreciated what they did
- Tell them "Good Job!" when it works

GitHub

- Make small commits often
 - this prevents huge merge conflicts
 - prevents other issues
- Make sure all can use GitHub
- Don't let a lack of understanding be an excuse for not doing work

Get it Working

- Start with easy tasks
- Make sure to get project working early
- Make modifications later
- Test early; test often!
- Don't do it all at once

Team: Mary Lou, Bill, Lisa

- Mary Lou: not good at solving problems but tried hard
- Bill: irritating, nice guy, doesn't put in the effort to do a good job. Confesses he spends time on weekend watching TV and playing computer games.
- Lisa: nothing but a problem

Team: Mary Lou, Bill, Lisa

Lisa:

- too busy in beginning to meet to setup meetings
- completes work infrequently, almost always wrong
- never answers messages
- misses every meeting, promises she'll do better but never shows up
- constantly complains and blames others
- speaks loudly and confidently. very self-assured

What went wrong

- Team absorbed the problem when Lisa did nothing or wrong
- Hitchhikers count on you to act in self-sacrificing manner
- Nicer you are – the easier it is to take advantage of you
- The more absorbing you are
 - you train them to think it's OK to take credit for others' work

Let the Hitchhiker pay the price

- Reflect back the dysfunctional behavior of HH
 - Hitchhiker pays the price – not you
- Never accept accusations, blame, or criticism from Hitchhiker
- Show you have a bottom line – show the limits
- When Lisa has no time to meet
 - give alternative
 - either find time to meet or talk to professor

What should have been done

- If Lisa turns in nothing, her name does not go on the finished work
- If team member normally hits deadlines, help if something unexpected arises
- If team member has not contributed over a couple of deadlines, talk to the professor

What should have been done

- If work is poor, tell her her name will not go on the work
- Stick to it
- If she becomes abusive, tell the professor
- Start early -- set your limits early and high

What should have been done

- If she doesn't respond to email, text, etc., send an email so that you have written record that contact was attempted
- Forward email chain to the professor
- Lisa is the only one who can change Lisa
- No incentive to change if you do all her work

Couch Potato

Bill really likes his TV movies

Couch Potato

- Deal with Couch Potato same as with HH
- Set firm, explicit expectations
- Stick to your guns
- Couch Potato not as manipulative as HH
- They will test your limits
- If your limits are weak, you share the blame

Mary Lou

- Not good at problem-solving
- Tries hard
- She may be good at creativity, at organizing, at writing and testing code. She may need a little assistance in debugging some of the code. She will put in the time and effort to push the project forward, but most likely cannot do the design.

Never Liked Telling People

What to do

- Nice person
- Avoided confrontation
- Learning how to deal with couch potato or HH allows you to grow as a person
- He/she won't like me – not worth it, he gets angry with me
- Keep trying to be firm – stick to it
- It will become more natural

Never Liked Telling People What to do

- You will have more time for yourself
- You won't be doing your work and theirs

Characteristics that Allow Hitchhiker to take Advantage

- Unwillingness to allow slacker to fail
- Do it for "the good of the team"
- Like to make others happy
- Tendency to feel responsible for others

Later on

- Couch potatoes and Hitchhiker are everywhere
- Couch potatoes can be firmly guided to do good work
- Hitchhiker: different animal
 - will never change
 - will find a different victim
 - can be colleague, subordinate, supervisor, friend, ...

Team Evals

usually, sometimes, hardly ever

- Team meetings generally begin 5-15 minutes late
- Members often arrive late, leave early, or never show up
- No agenda exists
- 1-2 members monopolize discussion
- Members have not done their assignment
- Members convey they would rather be elsewhere

Team Evals

usually, sometimes, hardly ever

- Members constantly interrupt each other
- Members talk in pairs without listening to who has the floor
- Issues never get resolved
- No follow-up action plan is developed
 - Members are confused on what next step is
 - Members are confused on who is responsible for performing it

Team Evals

usually, sometimes, hardly ever

- Same individuals end up doing the majority of the work
- Meetings run on and on and on with little to show for it
- Assignments are not completed on-time or completed poorly

Team Evals

usually, sometimes, hardly ever

- We listen
- We will get involved
- If they don't improve, 2 choices
 - 1) remove them from the team
 - 2) reduce the non-willing member's final score – significantly