Team working

- What is a team?
- Why team working?
- Team roles, responsibilities
- Pro-group behaviours
- Anti-group behaviours
- Some golden rules

What is a team?

- A team is a collection of individuals who work together towards a common, shared objective
- As individuals, we:
  - Have different skills, strengths and weaknesses
  - Assume different roles in a team
    - Leader, worker, finisher, motivator,
  - Communicate in different ways:
    - Need time to reflect versus spontaneous contribution
  - Have different demands on our time
    - Other courses, extra curricular activities and responsibilities

Why teams?

- An essential skill for any workplace
  - Industry, academia, part-time work

- It is rewarding to share a problem with others and complete it with others

- Enhancing employability
  - being able to work effectively alongside others is a skill that you really should be practising from early on and throughout your time at University.

Team planning

- Ensure everyone understands (and agrees upon) what the objective is
- Ensure that everyone is clear about what they are supposed to be doing and have the same expectations about when this should be done – don't make assumptions!
- Make sure deadlines are clear and achievable

Planning your work

- Think about the tasks that need to be performed
  - Identifying requirements,
  - object-oriented design
  - User interface sketches
  - Producing a report
  - Etc.

Planning your work (2)

- Delegate work to each other (or work together on tasks)
  - Produce some initial ideas for functional requirements for 'this' part of the game or 'that' part of the game
  - Produce some ideas for 'non-functional' requirements
  - Think about the 'objects' needed for the game
  - Different user interface screens needed, etc.
- Agree deadlines for tasks
  - Realistic estimates that people can achieve
- Measure progress
- Don't leave it until the day before a deadline to complete the work that you are supposed to (or to report that you haven't done it!)
- Communicate!

Pro-team behaviours

- Attending meetings
- Contributing to work and discussions
- Constructive inputs and criticisms
  - It's ok to question but look for the way forward.
- Working within agreed timescales
- Completing work which is assigned to you
- Having a can-do attitude
- Communicating, keeping people aware of progress
- Supporting each other
- Including each other in discussions
- Asking for help when you need it!

Anti-team behaviours

- Lack of attendance
- Not responding, communicating
- Not contributing to work
- Delivering work late or on the day of the final deadline
- Not allowing others to contribute (seeking to do all of the work yourself)
- Negative criticisms
- Undermining others
- Not making clear what the expectations are

Some golden rules

- Communicate
  - Keep others aware of progress and status
  - Raise issues in case workarounds are required

- Clear roles, expectations and timescales
  - Everyone knows who is doing what and when
  - Progress can be gauged

- Do the work!
  - Ask for help if you need it