

**Assessment details**

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Version 09092024

**Team management report**

Group submission.

5%, Due Friday Week 12, 11:55 pm

**Learning Outcomes**

1. Work effectively in collaborative teams;
2. Explain and reflect upon the purpose, operation, success and value of the developed project in writing and orally;

**Assignment Specification**

**Introduction**

An important learning outcome of this unit is to gain experience and understanding of the factors involved in good teamwork. You are therefore expected to learn to collaboratively handle and manage your project team's issues effectively.

**Task Specification**

For this group task, submit a single report addressing the following points.

**Part 1 (1-2 pages)**

A statement reflecting on overall team experience over the project duration during FIT3162/64 (not FIT3161/63).

1. Discuss what went well, opportunities created, difficulties encountered, what could have been done differently, what lessons your group and its members take from involvement. Provide a mature and critical evaluation of each team member's individual contributions, and an evaluation of the overall project successes or shortcomings in relation to the team performance. Do not discuss the actual project outcome here; include that in the Final Project Report.
2. Explain how tasks were allocated to group members and indicate what was contributed by each team member over the project duration during FIT3162/FIT3164. Discuss team problems or issues if any were encountered, and explain how they were managed.

Note, if a team member wishes to discuss matters related to their personal experience, and expresses concerns regarding another team member, this is best included in the individual reflection entry 2 assignment instead (due in week 14).

**Part 2 (No page limit)**

Provide the minutes of your team meetings in one document.

Ensure each meeting minute start point is clearly identifiable and dated.

As discussed early in the unit, your team meeting minutes will show:

- progress made since the previous meeting;
- outline of any issues encountered;
- the main decisions made at the meeting;
- contributions made by each team member to the project;
- the distribution of project tasks (action items).

The minutes should reflect a fair distribution of workload throughout the project duration.

Teaching staff may also, at their discretion, conduct an interview with team members (as a team or individually) to further assess the team management skills and discuss points raised in the group's reflections on the project or the group's meeting minutes. The interview may help to clarify matters raised in the submission where major team issues become apparent. If an interview is conducted, it will be conducted after week 12 at a time to be decided.

### **Style and Presentation**

Excellent written and visual communication skills are expected. The document should be structured and presented to a professional standard. Sections, figures and diagrams should be clearly laid out, captioned or titled, and numbered.

Indicative size of report excluding meeting minutes is 1 – 2 pages.

### **Marking**

All team members are expected to make equitable contributions to this team task. However, marks are adjusted if the contributions of individual team members differ significantly.

### **Team Members' Contribution Declaration**

Team members' contributions must be declared in the Team Members Contribution declaration spreadsheet.

**IMPORTANT: Failure to include a final Team Members Contribution declaration will incur an automatic 10% penalty on the final mark for the assessment.**

**Make sure that ALL team members need to click the SUBMIT button for the submission to be marked for grading.**

1. 1 week before submission or earlier: Pre-declaration
  - a. Download the contribution declaration spreadsheet from Moodle.
  - b. Fill it in and submit it on Moodle at least 1 week before the assessment submission date.
2. On submission day: Final declaration
  - a. Update the Pre-declaration spreadsheet with actual contributions.
  - b. Submit the updated declaration form on Moodle on the 'FINAL- Team contribution (Team Management report)' link by the same deadline.

### Marking Guide

This assignment will be marked over 100 points. The maximum points allocated to each section are shown below:

Criteria	Marks
<b>Part 1:</b> Discussion of team management (20)  Task allocation to members (20)  Reflection on team management success or difficulties (10)	50
<b>Part 2:</b> Minutes of Meetings (10 x 4)  Each minute of meeting is marked out of 4 marks as follows: <ul style="list-style-type: none"><li>• Steady progress, issue discussion and resolution (2)</li><li>• Individual or whole team action items (2)</li></ul>	40
Good presentation overall, showing good structure, section headings, good grammar and correct spelling (10)	10
<b>Total</b>	<b>100</b>

### **Important submission note:**

**Please include Part 1 and Part 2 (Meeting Minutes) in one single document for submission.**

### **Late Submission**

1. Submission must be made by the due date. Late submission penalties will be deducted according to Monash University policy. (See Moodle, “Additional information and resources” section).
2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, apply for an extension prior to the due date. Extensions and individual alterations to the assessment regime will only be considered using the University Special Consideration Policy (See [Special Consideration website](#), and follow the procedure).

### **Use of Generative AI tools in Projects and Assignments**

See this assessment's Moodle module for the policy regarding use of GenAI in this unit.