# COMP 3020
Professional Ethics in Computing

Week 03

Workshop – Introduction
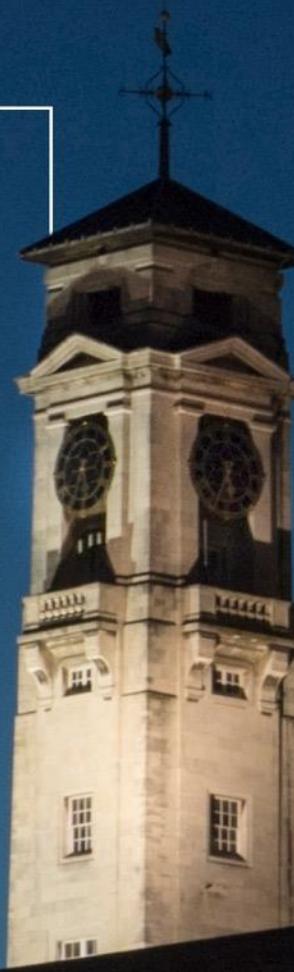
Group table layout

- Please rearrange the tables in groups of 3 as shown here.

- Please ensure that you can reach your table and walk between tables

- Please return the tables to the original layout (workshop 2 and 3)

Please create a name tag / sign

Aim of the workshop

Group formation (25 min)

Rules of engagement (20 min)

Project management (30 min)

Start to plan your company (35 min)

Group formation

Group formation – make sure you are in the correct group (10 minutes, 5 for each partner)

Split up into pairs (max 3)

For the questions below, take notes on what your partner says
You will present your partner to the group

Introduce yourself to your partner

What are your main interests in the course?
What do you expect from the module?
Something interesting about yourself

What is your experience as a computing professional?

What career do you want to pursue?

Group introduction

- Pick someone to take notes
- Introduce your partner to your group
- Make a suggestion of which role your partner could play in the group
- Once all members are introduced,
- Start a group discussion about key roles (will continue later)
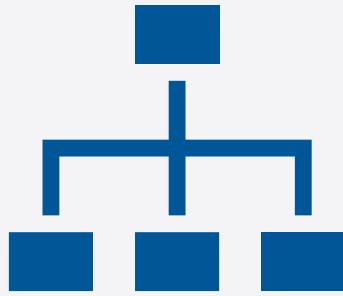
Rules of engagement

What can go wrong in a group?

In past group projects, what went wrong?

How did you deal with it?

Respectful and Considerate working environment

- Ethical issues can be contentious, sensitive and potentially personal in nature (e.g., according to personal experience or values)

- People (including amongst your group and in your professional life) will hold differing views and may be personally affected (you have no way of knowing)

- Bear this in mind and consider how to choose you topic, discuss and work in a professional constructive, considerate and respectful manner – (without requiring disclosure)

- How would you do this? Decide as a group on some ways of working to help with this.
  - Identify ground rules (e.g., come prepare, listen, be constructive)
  - Identify the values you want to see in your group (e.g., respect, honesty, open communication)

Respectful and Considerate working environment

Example prompts - How would you?

Pick a topic that is interesting and suitable for debate, yet does not make people feel (too) uncomfortable or upset (without asking why)

Work and discuss appropriately areas of controversy or disagreement (within the group and more widely)

Appropriately include the views of each group member in the work and constructively respect differences
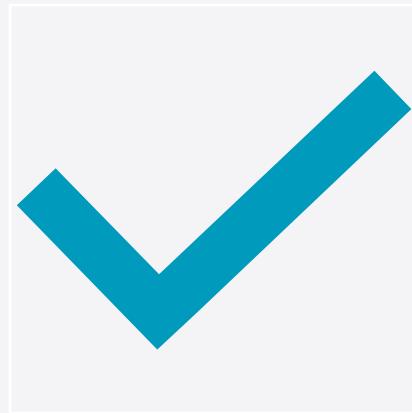
Consider if and what you can discuss about your work more widely – how would this work in a professional context?
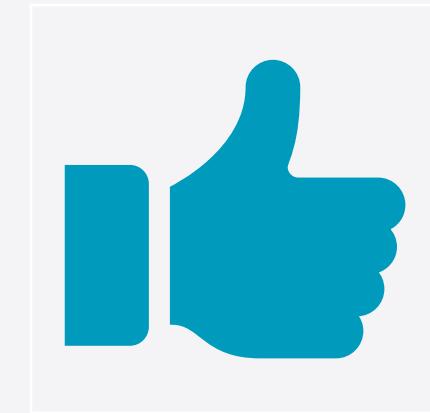
What might challenge a respectful and considerate working environment – how would you deal with this?

With your partner – write down

Which rules would you agree on?

Which ones would you recommend to the group to agree on?

Group discussion

Which rules does your group agree on for your collaboration

Which rule(s) does your group think should apply to all groups in the workshop?

Plenary activity - Name the rules you would like the entire workshop group to follow

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Project management

Project management tools / structure

Set up an MSTeam for their group. The name of the name of the Team should be COMP3020-25-XX with XX standing for the group number in two digits (e.g. 03)

All teams should include the Team TA as well as B. Stahl, E. Perez, D. Eke, and A. Cameron as members, in addition to the students making up the team.

Communication within the group should happen via the Teams group chat, so that all written interaction is captured and accessible.

Each group should develop a clear project plan with distribution of roles. All group members should be clear on what their role in the group will be.

Weekly minutes should include

Attendance, including absences and excuses

Items discussed and key contributions to the discussion

Progress updates from all key activities and previous agreed activities

Agreed actions, responsibilities and timelines

Updates on project progress and timelines.

Specification of work undertaken during the previous week **for all group members**

Moodle has templates in the resources section for

- Terms of Reference
- Minutes / action notes
- You don't have to use these, but you must have equivalents; open to scrutiny

Terms of Reference¶

COMP3020·Team·XX¶

Membership·¶

¶

Role¤	Name¤	¤
Chair¤	¤	¤
Vice·chair¤	¤	¤
Secretary·¤	¤	¤
Vice·secretary¤	¤	¤
¤	¤	¤
¤	¤	¤
¤	¤	¤
¤	¤	¤
¤	¤	¤
¤	¤	¤
¤	¤	¤
¤	¤	¤
¤	¤	¤

¶

General·¶

¶

Roles·and·responsibilities·¶

Chair's·role·and·responsibility¶

Secretary's·¶

¶

Frequency·and·location·of·Meetings¶

¶

¶

Quorum¶

How·many·people·need·to·be·there·to·make·a·decision¶

¶

Review¶

How·often·and·on·what·grounds·will·you·review·this·document?·¶

Values¶

Which·values·does·the·group·agree·upon?·Which·ones·do·you·want·to·uphold¶

¶

Rules·of·interaction¶

Following·your·initial·group·discussion,·which·rules·does·the·group·want·to·adopt?¶

¶

Record of Team Progress

COMP3020 Group XX

Attendance

Names	Present	Apologies	Reason for absence	

Agenda and Meeting Notes

#	Description	Responsible	Notes	
1	Welcome, attendance Agreement on agenda	Chair		
2	**Standing items** Agreement on notes from last week Update on items on the action list	Chair		
3				
4				
5				
6				
7				
8				
9	Contribution from members			
10	Any other business			
11	Next meeting			

Action list

What	Who	When	

Project management

Write a terms of reference for your group. It should cover, as a minimum the following:

- Group membership
- Roles of the group (must include 1 chair, 1 vice-chair, 1 secretary, 1 vice-secretary)
- Other roles may be defined as you go on.
- How / when you will meet (at least weekly)
- Which values your group aims to uphold
- Which rules you want to follow
- How you will make decisions

Set up an MS Team for your group. The name of the team should be: COMP3020-24-25-TeamXX (with XX being your team number, e.g. 03)

- Please ensure that all team members are on the Team, as well as Elvira, Bernd, Alfie, Damian and your TA
- Upload the ToR to the Team
- Start your first set of minutes for this meeting

Project management

In the Team:

- Save the terms of reference
- From next week, ensure that you have the minutes of your meeting for each week.

Minutes must contain as a minimum

- Participants
- Key topics discussed
- Decisions taken
- Contribution of each team member to the week's work

You need to agree the minutes of the previous week during each workshop

Your company

Scenario

Your group is on a graduate employment scheme of an IT company. Senior management wants to test your analytical skill. Here is your task:

- The company wants you to research a key issue of professional ethics they will face in the future.
- Undertake research on the issue (no empirical social science)
- How can the company prepare of it? – develop action plan
- You can allocate up to £50 000 to address the issue
- Prepare a report of 5000-8000 words in your group.
- Assume all managers are educated, but not necessarily computer scientists.

Your company

Your group needs to agree on a company and business model

Your scenario company should:

- Be realistic
- Be active in a computing-related field
- Undertake normal and legal business
- Can, but does not have to be, modelled on a real company

Start to think about your possible company:

- Field of activity
- Size, revenue, number of employees

Consider three possible companies

- Split the group in three; each comes up with one option
- For each of your options:
- Pick a name (should not be a real company)
- Suggest a slogan / short business model
- Produce 1 overview slide you could use to pitch it to investors
  - What does the company do?
  - What is unique about it?
- Present the three options in the group
- Agree on your favourite option in the group
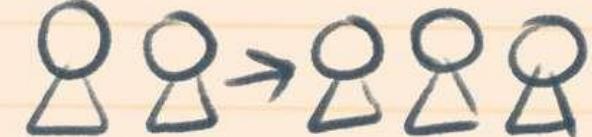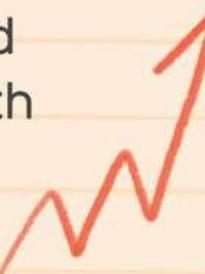
Initial company ideas

- Pitch your company to the plenary (3 min per group)
- Take notes on the other groups' companies
- Which ones do you like, which ones not?
- Why do you like or dislike them?
- Does this allow you to derive criteria for the selection of a good scenario company?

Before you go

Agree with your group on where / when / how to meet next

Put tables back into the default position