TWIC Assessment 3

During our project we as a team have felt that we have jelled together well, and all have contributed to the project in some way. When discussing our contributions although they were on the whole very positive there were a few areas that we thought we could improve both individually and collectively.

We looked at our team in a few key areas.

**Time keeping:** Every team member attended meetings and were on time. If a time was suggested for a meeting it was agreed on as a group.

**Roles:** We approached the task in such a way that we would all take on an issue in the case study and responsible for the research and creation of a troubleshooting report that we would collate into a report at the end. In hindsight this was maybe not the best way to assign roles as if we had gone for a structure of Team Leader, Librarian, and 2 researchers then the workload would have been better shared.

**Teamwork:** Each member completed the tasks that were agreed upon as a team for the self-imposed deadlines we made. Communication has been good between team members on a whole. Ellis tends to prefer to communicate using text chat rather than voice. The team has been able to take that into account and work well accommodating this.

**Workload:** We have agreed that there has been a skew towards some members of the group when it comes to note taking and document creation and not all the work has been shared equally. This has come about due mainly to our team playing more towards individual strengths and previous examples.

As a team I feel we all get on well and we have created a fun atmosphere where our work can be done, I am proud of this working culture we have achieved. We have managed to strike a good balance of meetings where we feel that we have enough to get our work done but not so many as it becomes an intrusion on our free time. We have naturally developed a team democracy where we will pass by ideas to our team members and we agree on the best course to take. Although we got the work done to an adequate level, I do believe we would have been more effective as a team if we had divided the roles and workload more equally. Blu I feel was very good with taking notes and creating minutes whereas Aidan contributed many ideas and suggestions. Ellis while not quite as forth coming still provided ideas and feedback for the group.

In evaluation of my own performance I feel as I have taken a de facto leadership of the team, this is most likely due to my leadership experience in previous roles in employment. It is a role that I feel I have a natural aptitude for and one that I enjoy. I think I have contributed a lot to the team and helped keep meetings on point and ensured that our work is done. I always try my best to motivate and encourage my fellow team members. As I feel a responsibility to the group I am often the one who submits our group work and the one that calls meetings into action. However, I am worried that perhaps I have taken too big a role in the team having taken on some of the larger parts of the project (the creation of the Project Plan for example) and during discussions. This is something I am aware of and actively try to step back sometimes and allow others to contribute more. For example, during our discussions I try and get feedback and input from the whole team, so I consciously ask open questions to the team as a whole and to individuals to create a collaborative atmosphere rather than one of only 1 or 2 people talking. I think in future projects I will try and concentrate more on the leadership aspect and take a smaller role in the actual creation of minutes, project plans and documentation as I feel my greatest skills are as an organizer and team leader.

In terms of setting goals and responsibilities I feel I took point on many of the suggestion that were agreed upon. We each decided the area that we would investigate and then from that we worked from a Project Plan that I had drafted that set out research and evaluation goals, individual responsibilities and roles. This was amended with feedback from the team in regard to individual goals each team member had set for themselves.

As a whole I am proud of the team’s work. We have managed to complete the work assigned to us in an organized and timely matter to an acceptable standard. My main take away is that we need to define clearer roles when heading into projects and manage the workload accordingly. This I feel will only strengthen our team and ensure that everyone feels represented within the team in the work that is presented. I believe that will also further strengthen our team.