**Course 2 Week 4 Notes**

**Balancing needs and expectations across your team**

* Understand who the stakeholders are
  + Stakeholders are people who invest time and resources into the project
* Understand who are the primary and secondary stakeholders
  + Generally there are 3:
    - Client facing
    - Executives
    - Data science team
* Understand who is managing the data
* Understand where you can go to for help

**Clear communication is key**

* Consider your audience
  + Who is your audience
  + What they already know
  + What do they need to know to move forward
  + How you can communicate effectively with them
* Tips for effective communication
  + Learn as you go and ask questions
  + Practice good writing habits (emails – easy to understand, complete)
  + Answer in a timely manner (24-48 hours reply)
* Balancing expectations and realistic project goals
  + Setting expectations early helps you manage your time more effectively
  + Establish a high-level overview of project milestones
  + Flag problems early for stakeholders

**Data Tradeoff: Speed vs Accuracy**

* It’s your job to balance fast answers with the right answers
* Reframe questions
* Problems
* Challenges
* Solutions
* Timeline for the project – gain context

**Amazing Teamwork**

* Be prepared for meetings, arrive early and test required technology ahead of time
* From conflict to collaboration
  + Misunderstood or mismatched communication
  + Deadlines coming
  + Conflicting work and personality styles
    - Tense moments can be turning points for projects
  + Solutions
    - Reframe the problem
    - Create an opportunity for you and your team to work together
    - Discussion is key
    - Cool off if you are feeling emotional