

## Teaming

All software development in the industry is done in a team - the class is required to develop their class project in teams.

Some students are able to find a team that works well together - everyone pulls their own weight and they attend all team meetings. Some students are not able to find such a team. Both of these represent real-world team experiences.

To minimize team related problems, we will use the following approach:

Team size: 5-6 students.

Team selection: you may choose your team but if by the 2nd class you are not assigned to a team, you will be assigned to a team. Use Canvas and self-assign.

Team Captain: your team must elect a team captain - the captain's responsibilities will be to summarize any team attendance issues or any other team issues that require the Professor's attention. The team captain should be the person most concerned about getting a good grade.

Issue Report: Once a week, I need a team report from the captain. The team report should include a brief summary of the week's project activity, if any team member has missed a meeting, or if any other issues come up requiring the professor's attention.

Team conduct: attendance is expected at every team meeting. Those that do not attend, run the risk of being penalized. Attend in person or by phone or skype, etc.

Team work. It seems like a best practice for teams that do well are the following:

1. Divide the work evenly.
2. Meet regularly, plan, and check status toward the next class milestone.
3. Put one person in charge who will review the work of others and make a final determination of whether the work is ready for submission or needs more work. This person needs to make sure that all the work among the various team members is consistent across the team - this is a big factor.
4. Put one person in charge of submitting the group's work on time.
5. 2 meetings per week seems good, generally.

Team issue report. This is shown on the following page. Keep the report to 1 page and organize the information so that you can reuse the format for each report, but include the new week's relevant project status information. Submit to canvas at the end of each week (Usually 5:30pm Friday) or per the class syllabus.

## Team Captain issue report

Report Date: <Report Submission Date>

Team Name

Team Members:

1. Member 1 Name (capt)
2. Member 2 Name
3. Member 3 Name
4. Member 4 Name
5. Member 5 Name
6. Member 6 Name

Team meetings called this week:

- Date 1/Time/Place/duration
- Date 1/Time/Place/duration
- Date n/Time/Place/duration

Bullet Summary of Meeting discussion

- Item 1 discussion summary (a sentence or 2)
- Item 2 discussion summary (a sentence or 2)
- ...

Team members who did not show up: (If all attended, put "None" here).

Team issues that require the Professor's attention: (If there are no team issues to report, [put "None" here]).