CS2043 Team Project Team Assessment

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| Submitted By: | **Draydon Scott** |  |  | Team #: | 4 | Assessment #: | **2** |
| Associated Deliverable(s): | **Deliverable 2** | Date: | | | | **2021-03-26** | |

# Productivity

Assess your team by choosing the cell which best represents your team’s current status (based on your experience through completion of project activities up-to the end of the current deliverable) & place your start in the appropriate position on the graph:

Move the start to reflect your team’s current congruency level

|  |  |  |
| --- | --- | --- |
|  | ***Effort*** | ***Productivity*** |
| **Poor** | At least one team member is barely contributing to common team goals because of a lack of initiative | We consistently fall short of our goals |
| **Fair** | All team members are contributing towards common team goals but some team members are over-burdened because others lack initiative | We sometimes make satisfactory progress towards our team goals but usually through last minute effort |
| **Good** | All team members are contributing towards common team goals but work could be more equitably distributed | We usually make satisfactory progress towards our team goals but through last minute effort |
| **Excellent**  NOTE: lack of initiative includes not completing tasks, or not asking for help when there is a task-skill misalignment | All team members are contributing in an equitable distribution towards team goals; all team members show initiative | We always meet our team goals by and work at a regular pace |

**Is team productivity satisfactory? If not, identify actions which may be taken to improve overall team performance**. (Things to consider: do we have to work harder, could we redistribute tasks to take better advantage of our skill sets, are we all taking initiative to make sure things are getting done? are we all asking for help when we need it? are poor team dynamics preventing us from communicating or being productive?)

If Individual team members are slowing progress it is important that you report this. Be Specific. State who is/are slowing the team down, and provide a specific example of how progress is being disrupted. Note any action taken by the group to remedy the situation. Proactive mediation will be rewarded.

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| The team productivity has been somewhat satisfactory, however it our team communication is lacking. Yuzhuo and Sam have been very productive, however Yuzhuo has been over burdening himself with tasks, while not communicating this to the group. All group members had trello cards for which they were responsible for working on before this deliverable. However, when Draydon and David were going to begin working on their parts for the deliverable, they found that Yuzhuo had already done all of the work that was in their specific trello cards along with his own, and never communicated this to the group. This is a result of Draydon and David waiting to start their work until close to the deadline, however this also cause a high stress period for the two team members who were had already created a plan for their parts, but were then left to change their contributions last minute in a panic before the deadline. Another factor playing into this is that one of our group members lives in China with a 12 hour time difference, so communication can only take place early in the morning or late in the evening. We have met and discussed these issues as a group Friday, March 26, 2021 and have taken steps to ensure that there is better communication between the members, and that while Draydon and David are busy with other courses they assured the other members that they will always have their fair share of work done, as they do not wish to be a burden nor be the cause for the under performance of the group. |
| …If you need more space, continue |

# Team Dynamics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **poor** | **fair** | **good** | **Excellent** |
| **Goal Clarity/Agreement** | Team goals are unclear or conflicting. Team members are not working towards a common goal. | Some team goals are clear and team members are committed to those goals. Goals relating to unresolved conflicts are ignored. | Team goals are clear. When conflicting, team members agree to disagree and find an acceptable resolution. | Team goals are clear and all team members are committed to achieving the goals. |
| **Listening** | As a team we do not listen to each other; we push our own agendas. We hear only aggressive voices | As a team we sometimes listen to each other but are often swayed by aggressive voices. | As a team, we listen to everyone and stay open-minded. | As a team, we listen with focused attention, ask for clarification and elaboration and work to understand each other; We stay open-minded and encourage others to speak up. |
| **Trust** | We are afraid to voice our ideas. We don’t trust that team members will assign tasks fairly and/or complete deliverables. | We sometimes are comfortable expressing our ideas. We are sometimes unsure that tasks will be assigned fairly and/or that deliverables will be completed. | We openly express our ideas. We trust that tasks will be assigned fairly and that deliverables will be completed. | We openly express our ideas and encourage candor. We trust that tasks will be assigned fairly and that deliverables will be completed. |
| **Feedback** | We avoid providing feedback. When we do, it is ambiguous and/or discouraging | We provide feedback which is ambiguous and sometimes discouraging | We provide feedback regularly which is sufficiently detailed, easy to understand and encouraging when it is easy to be positive | We provide feedback regularly which is sufficiently detailed, easy to understand, and encouraging even when it is difficult to be positive |
| **Conflict Management** | We avoid, ignore, or minimize conflict. Conflicts lead to frustration and/or outbursts. | We manage situations of conflict which have escalated. | We recognize and proactively manage situations of conflict without personalizing our disagreements | We recognize potential for conflicts and proactively mitigate situations of conflict. |
| **Decision Making** | Decision making is not sufficiently shared; commitment to decisions is low. | We make decisions by discussion but many concerns are left unresolved so commitment is low | We make decisions by discussion but not all concerns are satisfied so commitment is moderate | We make decisions as a team. Commitment to decisions is high. |
| **Leadership** | Discussions and decisions are controlled by overly dominating members or uncoordinated because of a lack of organization | Discussions and decisions are directed by an arbitrary team member only at the last minute | We rely on the same willing team members to direct discussions and decisions regardless of level of expertise in a given task | Discussions and decisions are shared based on the skills of team members; All team members take active roles in leading the team when appropriate |

\*adapted from S Deacon Carr et al. “The Team Learning Assistant Workbook”, McGraw-Hill Irwin, Boston, 2005

**A. Are you a satisfied member of your team? If not, state the primary reason for your discontent.**

(Things to consider: Are aggressive voices negatively influencing team decisions, do some team members lack initiative, are unbalanced skill sets making it difficult to share the work equitably, are team members ignoring their responsibility to actively improve their team skills (listening, speaking-up, leading, following, contributing etc) or their technical skills (programming, designing, requirements activities…) **THIS PART OF THE DOCUMENT IS CONFIDENTIAL**

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| From the perspective of this deliverable, I am not a fully satisfied member of my team. The day before the original due date for D2 I checked GitHub to see what my group has done and found that all my sections of work had been completed. This left me in a pickle, as I had already mapped out a plan and began doing my section of work however it was already complete. This left me scrambling to find another component to do while also having Senior Design project due on Wednesday, which only caused me even more stress. This is because all of the individual parts of the project were complete, however nothing was pushed to main so I didn’t know what worked and what didn’t, so I had to pull the code from a feature branch, attempt to learn it and build on it while on a time crunch. I understand that this is also my fault as I didn’t communicate my plan and saved a lot of my work until the final day, there are many things I need to improve as a teammate myself to better improve our team dynamic. |
| …If you need more space, continue |

**B. If you are discontented, identify 3 actions which your team may take to adjust the most prominent aspect of your team’s dynamic that contributes to your dissatisfaction**.

(Things to consider: Making sure that learning is prioritized ahead of product development; assigning and rotating roles (facilitators, decision makers, speakers, listeners, etc), establishing conflict management techniques (let’s defer to the currently assigned decision maker when we can’t resolve an issue after 10 minutes of discussion; Let’s bring conflicts about work assignments to the instructors for resolution), having an open discussion with group members (facilitated by instructors if necessary), coaching each other, speaking up. **THIS PART OF THE DOCUMENT IS CONFIDENTIAL**

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| As mentioned earlier in this document, our team met the morning of Friday March 26, 2021 to discuss how things were going. First, we agreed that we need better communication between our team members, as we cannot all be doing work individually if we wish to create the best outcome for this product. I also assured my team members that while I am busy with other courses, and I saved my work to the last minute, I will always have my work done in time and I don’t wish to be a burden for the team and I will never let them down. We also discussed that we need to work more collaboratively, as we have a lot of parts of the project complete, but we need to be talking to each other to ensure that our sections will properly mesh and function when the project is pushed to main. |
| …If you need more space, continue |

# CEAB ATtributes

**Individual and Team Work:** An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting

**INSTRUCTIONS: Rate each of your teammates (including yourself) on a scale of 1 to 4 in each of the following skills.**

**Use the guide below in your ratings:**

|  |  |
| --- | --- |
| **1** | **Below your expectations for a team member** |
| **2** | **At the threshold of your expectations for a team member** |
| **3** | **Above the threshold of your expectations for a team member** |
| **4** | **Exceeds your expectations for a team member** |
| **NA** | **Not able to judge at this time** |

**PART A: CONTRIBUTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Use Team Member Initials for Identification | | | |  |
|  | DS | DH | SB | YZ | TEAM |
| Prepares for and attends scheduled meetings, making positive contributions | 3 | 3 | 3 | 3 | 3 |
| Reliably fulfills assigned tasks on time such that content meets team expectations | 2 | 2 | 4 | 4 | 3 |
| Takes initiative by volunteering for tasks | 2 | 2 | 3 | 3 | 2.5 |
| Helps to organize the team, set goals, and distribute tasks respectfully and equitably based on member strengths and weaknesses | 3 | 3 | 3 | 3 | 3 |
| Evaluates team effectiveness and plans for improvement | 2 | 2 | 2 | 3 | 2 |

**PART B: INTERACTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Use Team Member Initials for Identification | | | |  |
|  | DS | DH | SB | YZ | TEAM |
| Recognizes when personal behaviors are working for or against the team and adjusts them accordingly | 2 | 2 | 3 | 2 | 2.25 |
| Encourages involvement of others by respecting diversity of thought and working preferences and listening with focused attention | 3 | 3 | 3 | 2 | 2.75 |
| Instills trust through constructive reaction and feedback | 3 | 3 | 3 | 3 | 3 |
| Applies principles of conflict management to resolve team issues | 3 | 3 | 3 | 3 | 3 |
| Recognizes the strengths and weaknesses of collaborative decision making to facilitate collaboration when appropriate | 3 | 3 | 4 | 3 | 3.25 |

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| **Once everything is de-identified, I give permission for these CEAB questionnaire results to be tallied into a set of reported aggregate results** | **YES** | **NO** |