

Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free

Team name

Team 2

Date

25/04/19

<div><h3>PEOPLE &amp; ROLES</h3><p>What are our names and the roles we have in the team?</p><p><b>Charlotte Jarholm :</b> Video Editing</p><p><b>Tram Anh (Tiffany) :</b> Coding / XD Prototype</p><p><b>Graeme Clark :</b> Video Editing / Filming</p><p><b>Ester Kotubejova :</b> Filming</p></div>	<div><h3>COMMON GOALS</h3><p>What you as a group really want to achieve? What is our key goal that is feasible, measurable and time-bounded?</p><ul style="list-style-type: none"><li>• Being professional</li><li>• Creating an engaging product</li><li>• Finishing on time</li><li>• Good communication</li></ul></div>	<div><h3>VALUES</h3><p>What do we stand for? What are guiding principles? What are our common values that we want to be at the core of our team?</p><ul style="list-style-type: none"><li>• Honesty</li><li>• Punctuality</li><li>• “Nobody gets left behind” approach</li><li>• Strong &amp; positive team spirit</li></ul></div>	<div><h3>RULES &amp; ACTIVITIES</h3><p>What are the rules we want to introduce after doing this session? How do we communicate and keep everyone up to date? How do we make decisions? How do we execute and evaluate what we do?</p><ul style="list-style-type: none"><li>• Facebook group</li><li>• Make decisions</li><li>• Daily meeting / SCRUM</li><li>• Google kanban chart</li></ul></div>
<div><p>What are we called as a team?</p><p>Team 2</p></div>	<div><h3>PERSONAL GOALS</h3><p>What are our individual personal goals? Are there personal agendas that we want to open up?</p><p><b>Charlotte :</b> Improve Premiere Pro and storytelling skills</p><p><b>Tiffany :</b> Be more confident with coding</p><p><b>Graeme :</b> Become better with Premiere Pro and filming</p><p><b>Ester :</b> Getting a hang of making coherent concept and turning it into a succesful project</p></div>	<div><h3>PURPOSE</h3><p>To have good team work and deliver a professional and engaging product.</p><p>Why we are doing what we are doing in the first place?</p></div>	<div><h3>NEEDS &amp; EXPECTATIONS</h3><p>What each one of us needs to be successful? What are our personal needs towards the team to be at our best?</p><p><b>Charlotte :</b> Balance between face-to-face group work and working alone. Important to bounce ideas with each other.</p><p><b>Tiffany :</b> Needs to work alone but open to communication</p><p><b>Graeme :</b> Good team work and understanding of family commitments.</p><p><b>Ester :</b> Understand each other’s point of view. Good time managment and communication.</p></div>
<div><h3>STRENGTHS &amp; ASSETS</h3><p>What are the skills we have in the team that will help us achieve our goals? What are interpersonal/soft skills that we have? What are we good at, individually and as a team?</p><ul style="list-style-type: none"><li>• Our skillsets compliment each other between coding, video and storytelling</li><li>• Good listeners and a focused on delivering the best we can in the given time</li><li>• Everyone is motivated to deliver a dynamic and engaging product</li></ul></div>		<div><h3>WEAKNESSES &amp; RISKS</h3><p>What are the weaknesses we have, individually and as a team? What our teammates should know about us? What are some obstacles we see ahead us that we are likely to face?</p><ul style="list-style-type: none"><li>• Time constraints due to jobs and family commitments</li></ul></div>	

