Fill out this worksheet as part of your team discussion.

Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Name/identifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client/facilitator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTIVITY 1. GENERATING A RESEARCH QUESTION and SCOPING.**

1. After some basic housekeeping, each team member is to note down their areas of interest or speciality.
2. Next, as a group brainstorm a research question which includes as many interests as possible.
3. As a group, try to link this question back to your project topic(s) from your seminar earlier this week.
4. Finally, evaluate individually if you think this achievable within 1 semester for your group.

Take 20 Minutes.

*Table 1. Team member details and interests*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name (short) |  |  |  |  |  |
| e-mail |  |  |  |  |  |
| Area of interest |  |  |  |  |  |
| Write a research question |  | | | | |
| How does this question relate to your project? |  | | | | |
| Achievable? (vote yes/no) |  |  |  |  |  |

**ACTIVITY 2 – COMMUNICATING YOUR TOPIC**

As a team, discuss your research problem,

1. Identify what parts you already know, and
2. what parts you don’t know about.
3. Refine the question
4. Explain why you (the team) want to explore this.
5. Explain why people outside of the team should care.

Take 20 minutes

*Table 2. Deep dive into your research question.*

|  |  |
| --- | --- |
| Things you already know |  |
| Things you need to find out |  |
| 2nd Draft of the question |  |
| Why you (the team) care |  |
| Why others should care |  |

**ACTIVITY 3 – WORKING WITH A CLIENT**

1. Discuss how to present your team (to a client) as experts.
2. Discuss how to make your client trust that tour team are professionals
3. Discuss how to “manage expectations” when the client wants something impossible/unlawful/crazy.
4. How can you tell if the client does not know what they want?
5. How will you get useful feedback from your client?

Take 30 minutes for this.

*Table 3. Client communication ideas.*

|  |  |
| --- | --- |
| How we make ourselves look like experts |  |
| How we get the client to trust us |  |
| How we manage the client’s expectations |  |
| How can you tell if the client doesn’t understand? |  |
| How we get useful feedback from the client |  |

**ACTIVITY 4 – UNIT ASSESSMENT**

1. Get onto Canvas, and find the assessment rubrics for this unit
2. Work out the timelines and the sequence of deliverables
3. Who assesses your reports/deliverables?

Take 10 minutes for this.

*Table 4. COS70008 assessments.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment** | **Group or individual** | **Due Date** | **Assessor** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |