**ALP 308 Designing Experiments for Impact**

**Step 2: Team Check-In - Team 2 First Draft**

Professor Susan Athey

| * You will have time in class to work on this assignment with your team. You may need additional time outside of class. **Be sure to allow plenty of time to give each other feedback during a synchronous (real-time) session.** If you do not have enough time during class to complete the entire activity while you are together, enter the supporting role progress outside of class. * You may take notes in this document; however, **this document is for your team. You will NOT be asked to share it or submit it to complete an assignment.** |
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This document includes question prompts to guide your team’s check-in. Each team member’s individual reflection will have prepared them for this activity. In this activity, you will:

* Revisit your project team coordination, discuss your successes and challenges, and adjust your coordination as needed.
* Capture updates on the plans for the lead/support pairs for each role.
* Provide each other with feedback.

## Project Team Coordination

Each time we work on a team in a course and in our professional lives, we can learn something about effective group work. We can learn from what goes well, and we can learn from the issues we encounter. If your team encounters an issue and looks for ways to address it, that is also considered effective group work.

| **How has your project team coordination been effective?** |
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| **What coordination issues have made you less effective as a team?** |
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## Team Roles

| **What is your updated thinking on how the roles should interact? Should your team adjust how the roles interact?**  Now that you have starting working with your team reconsider the following questions:   * How might you balance the workload throughout the project and support each other? * If you are feeling that there is an imbalance of work, what will you do? * Given the dependencies between tasks, how should the roles interact with each other to be most effective and efficient? * Is there something the project manager can do to help? |
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## Lead and Supporting Role Coordination

**What progress has been made in the plans for the supporting roles?**

In the individual mid-course reflection assignment submission, each team member will be asked to provide an update on the progress made in their supporting role. If you want to modify the plan for the supporting role, you will be asked to describe your modified plan. Use the space below to capture your progress and discuss with the lead in the role as needed.

* **Supporting Tasks**: Provide a status update on the tasks or revise the tasks, if necessary.
* **Communication & Feedback Plan**: Briefly describe how the communication & feedback plan is working and describe any adjustments that you will make to improve communication, if necessary.

| **Project/Product Manager** | |
| --- | --- |
| **Lead** |  |
| **Support** |  |
| **Supporting Tasks** |  |
| **Communication & Feedback Plan** |  |

| **Data/Experiment Engineer** | |
| --- | --- |
| **Lead** |  |
| **Support** |  |
| **Supporting Tasks** |  |
| **Communication Plan** |  |

| **Research Designer** | |
| --- | --- |
| **Lead** |  |
| **Support** |  |
| **Supporting Tasks** |  |
| **Communication Plan** |  |

| **Data Analysts** | |
| --- | --- |
| **Lead 1** |  |
| **Lead 2** |  |
| **Support 1** |  |
| **Support 2** |  |
| **Supporting Tasks** |  |
| **Communication Plan** |  |

## Cross-Disciplinary Teamwork

| **What opportunities and challenges has the team encountered so far as a cross-disciplinary team?**  If you have encountered challenges, explain how you have addressed them or how you plan to address them. |
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| **Opportunities:**  **Challenges:** |

## You and Your Team

* Determine which team member will go first.
* The person who goes first will spend 1 minute sharing what they think they have done well so far.
* After sharing what they have done well, all other team members will be asked to share what they think that team member has done well. This portion should take about 2 minutes.
* Next, the same individual will spend 1 minute sharing what they might do differently that would have a positive impact on the project or team performance.
* After sharing this, all other team members will be asked to share what they wish about this team member. This portion should take about 2 minutes.
* Rotate to the next team member to focus on discussing their performance until all have had a chance to share their reflections and receive feedback.
* You will not have a lot of time to share, so be sure to focus on the most impactful pieces of feedback.
* Use this document to take notes on the feedback others share with you about your performance.

As you think about your responses to “I like” and “I wish” for you and your teammates, consider the team norms and values you established earlier in the quarter and what you know about your teammates goals:

* Is everyone’s commitment as expected?
* Is everyone’s contribution as expected?
* Is communication clear and effective?
* How protective have you and your teammates been of their views and ideas regarding the project?

**Remember:** Assume everyone has good intentions in the work they are doing on the project and in the feedback they are giving. Be sure to have good intentions when giving feedback.

| **How has your performance and the performance of your team members been to-date?**  For each team member, comment on the following:   * **I like** - What do you think they have done particularly well? * **I wish** - What might they do differently that would have a positive impact on the project or team performance? | | |
| --- | --- | --- |
|  | **I Like** | **I Wish** |
| **[Team member name]** |  |  |
| **[Team member name]** |  |  |
| **[Team member name]** |  |  |
| **[Team member name]** |  |  |
| **[Team member name]** |  |  |