

Software Engineering Project Workshop (SENG202)

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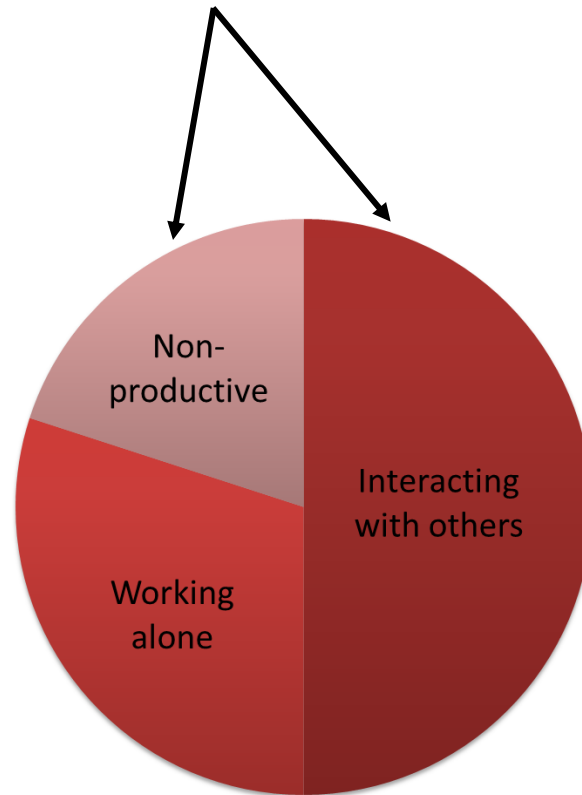
Meetings (introduction to exercise)

July 20, 2020

Remember from SENG201

Some major issues in software engineering are human-centric

Meetings (amongst others)



Different types of meetings

- Planning meetings
- “Working” meetings (whole team or parts of team)
- Review meetings (maybe with staff)
- One-on-one meetings
- Etc.

In general, what makes a good meeting

- Communication (today's session)
 - Face-to-face interactions during meeting
- Meeting “mechanics” (next week)
 - Actions and behaviour before, during and after meeting

Poor communication in meetings



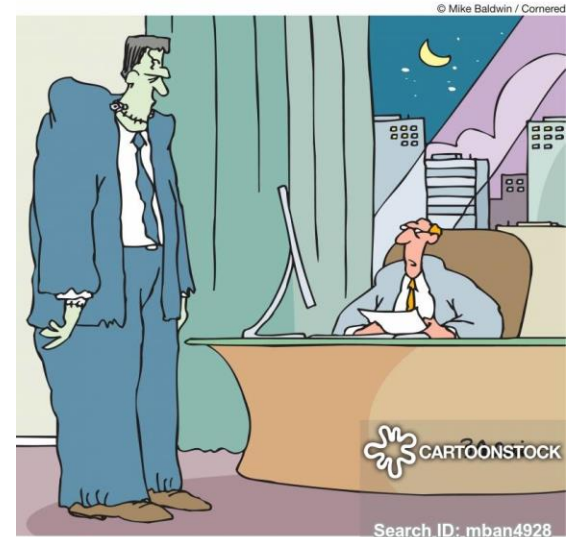
Inefficient and ineffective meetings



Frustration



"A motion has been made and seconded that this be one of those meetings where nothing actually gets done."



**"I'd rather you didn't show up.
I'm tired of every meeting turning
into a screaming match."**



Exercise to improve communication in meetings

Task 1: What do I know about communication in meetings?

Task 2: How do I perceive examples + tutorials on meeting communication?

Task 3: How do others perceive videos? Can I learn from them?

Task 4: How does my team communicate in our meetings?

Task 5: What do I think about our meetings as an “outsider”?

Task 6: What do my team mates think about our meetings?

Task 7: Did my understanding of communication in meetings change?

Exercise over the next 5 weeks¹

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
July 20	July 21	July 22	July 23	July 24	July 25	July 26
[Task 1] Assess initial knowledge (questionnaire)²						
[Task 2] Watch and comment on brief tutorial and example videos on AVW platform (reflection 1)²						
July 27	July 28	July 29	July 30	July 31	August 1	August 2
[Task 3] Review and rate comments on videos made by your class mates on AVW platform (reflection 2)²						
August 3	August 4	August 5	August 6	August 7	August 8	August 9
				[Task 4] Video-record a team meeting		
August 10	August 11	August 12	August 13	August 14	August 15	August 16
[Task 4] Video-record a team meeting (all team members; teaching staff will provide support)						
[Task 5] Watch and comment on team meeting recording on AVW platform (for own team only)²						
August 17	August 18	August 19	August 20	August 21	August 22	August 23
[Task 5] Watch and comment on team meeting recording on AVW platform (for own team only)²						
[Task 6] Review and rate comments on meeting recording made by team mates on AVW platform (reflection 3)²						
[Task 7] Assess knowledge (questionnaire)²						

¹ Course exercise, but with your consent we will use anonymized data to study learning experience (consent form will be available at the beginning of the exercise); if no consent: still same activities, but data won't be used to study learning experience

² Individual activity in your own time, but log as #class activity

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