## FIT1049 Week 12 Student Tutorial Sheet

**Reflections on Assignment 2**

**OVERVIEW**

So this is the last tutorial of the unit; well done all! In this tutorial, you will be given one final opportunity to discuss with your team members how your team went during Assignment 2. You will be conducting a series of guided activities to discuss key aspects of teamwork, and these will provide you with some useful insights and materials to be incorporated as part of your Assignment 2B written report, which is due on Friday this week.

**OBJECTIVES**

By the end of this session, you will:

1. discuss with your team members specific aspects of the team processes your team followed,
2. consider how you contributed to the team as an individual member; and
3. understand the technical requirements of writing the Assignment 2B report.

**INSTRUCTIONS**

**Activity 1: Team reflections**

In your Assignment 2 team, discuss the following questions. Keep your own personal notes on the team discussion in an individual document. Do not conduct this activity in a shared document. Your notes must be kept individually because Assignment 2B is individually written and assessed (not a team collaboration like Assignment 2A). Keeping individual notes will help you to avoid collusion (i.e. unauthorised collaboration in breach of the university’s academic integrity policies). It is okay to share your insights with others in the team discussion, but do not share your ideas in writing.

Hints: The primary aim of this discussion is not necessarily to agree on something as a team, but to share (professionally) your insights with other team members. While your team has already been successful in that you have delivered the presentation (which was the intended outcome), it is no surprise that you and your team members may have different views on how well the outcome was planned, developed and delivered. This activity provides you an opportunity to discuss the different perspectives within your team, so that your later individual reflections will be informed and balanced.

Question 1: Leadership: How did the team take initiative to make decisions? Was there clear leadership held by someone in particular, or was the leadership responsibility generally more distributed amongst the members? What were the advantages/risks of having such leadership dynamics?

* Leadership was present to provide general guidance, but each team member was generally autonomous
* Decision making was democratic
* Advantages are better team chemistry but risks were the chance of having people afraid of speaking up

Question 2: Team formation: Was there any specific moment that made the team start ‘performing’, as oppose to ‘norming’ or ‘storming’ (Tuckman, 1965)? How and why did it happen (if ever…)?

* No storming
* Easier to integrate to a pre-existing team (a lot of norming)

Question 3: Role articulation: Did you all have a clear understanding of ‘who does what’ (i.e. individual role articulation)? Was there any moment when you weren’t sure what you were doing? If so, or if not, why?

* Didn’t know the whole scope of the topic but once we clarified more on it, the roles fell in like
* Wasn’t sure what topic we had so we were abit confused on role (a lot of the topic finding was delegated)
* More research upfront on the topic

Question 4: Communications: How regularly and consistently did you communicate with each other as a team? Was there any instance where the communications failed? Did you all feel you were well-informed about the team’s activities *all the time*? If so, or if not, why?

* Messenger group chat
* In class, very good communication (hosted regular out-of-class meetings)
* Team regualrly communicated what each person was doing
* Google Drive was used to see what state each person was up to

Question 5: Expectations: Do you think all of you had a similar expectation on how and how much you would be prepared to contribute?

* Very equal expectations

**Activity 2: Individual reflections**

Now turn the focus on yourself. Based on the discussion you just had, individually consider the following questions, and jot down your responses on the same document you created earlier.

Hints: This is where we would like you to think about yourself. Have a think, not only about the teamwork experiences you had in this unit, but also collaboration you have performed in other circumstances. On reflection, you often notice tendencies and patterns in the ways you behave in different team environments. These are precisely the types of things we would like you to identify, analyse and articulate in language, so that you can inform yourself for future practice. There are, of course, no ‘correct’ answers. However, it is extremely valuable in IT professional practice for you to have the skills to objectively assess yourself and communicate your reflections for (better) future practice…

Question 1: How would you describe your role as a team member? And how and when did you assume such a role in the process of team formation? Was it deliberate and purposeful? Or was it a product of circumstances? And what does it tell you about the way you position yourself in the team? Consider also your result from [the personality test](https://www.16personalities.com/) (NERIS Analytics Limited, 2019) you conducted in the week 7 tutorial.

Question 2: Do you feel you fully contributed what you had to offer the team? Were you able to make your contributions in the way you feel most effective and/or comfortable? What do your teamwork experiences tell you about how you assert your unique contributions and expertise?

Question 3: What would you do to work in teams even more effectively in your future practice?

**Activity 3: Formatting a report**

Your lead tutor will give a short presentation on some technical requirements for professional report writing (hence also for the Assignment 2B written report), and then conclude the tutorial. You are encouraged to stay for a while to format your report before you leave the room, so that your tutor can give you some feedback.

**References cited in this document**

NERIS Analytics Limited. (2019). 16Persolinaties. Retrieved from <https://www.16personalities.com/>

Tuckman, B. W. (1965). Developmental sequence in small groups. *Psychological Bulletin*, 63(6), 384-399. http://dx.doi.org/10.1037/h0022100