Optimising group work

10 points taken from students’ reflective reports

1. Thoroughly read through the required project deliverables. My team due to either time constraints or workload completely missed some essential areas of reports and also the Software solutions for the client.
2. Defining the initial scope and project planning when starting a project is essential in maintaining team’s responsibilities. This should be one of the main focuses to complete when initialising a project.
3. Both my team and the client group together had an open forum to discuss deliverables. By allowing each member to discuss their thoughts, we further understood exactly what was wanted by the client, allowing us to feel a sense of ownership, which was a solid foundation to build on. In the subsequent meetings the client was able to identify the more detailed requirements for the development process to be a success and reach its critical success factors. It is important to treat each member of the project equally.
4. The use of an agenda, in hand with a session leader, was invaluable as we were able to keep on track and keep efficiency at a high level throughout the series of the meetings.
5. The key element to any given task and group management is to have good communication. The group itself started off pretty good and we were off on our way on the different levels, but due to the lack of motivation along the way some of the members started skipping and lagging behind and only a couple of the members were doing everything. If communication was there, and members had let each other and the group leader know about their movements and commitments work could have been distributed more evenly.
6. We had good time management: A Preliminary Time Schedule we made before we started our project helped us allow enough time to finish each task.
7. Avoid procrastination. There were times when we left some things till later to complete as we all had other commitments. This created more pressure for us later on than was necessary. It is important to address issues as soon as possible.
8. We created a Google Sites. If we had any question, we could post up the questions in Google Sites. Teammates would help each other online.
9. We should have set a baseline for the standards and quality of our work. If every team member knows the baseline then we will all be satisfied with the work submitted by each member.
10. When one team member falls, it is everyone else’s responsibility to pick them up as a project group works as a team. If one person fails, the project may fail/lose quality. Collaborating all team members work is very important as documents and executable tasks need to be coherent in order for a project to BE a project. Confront team members that produce incomplete tasks and be more assertive when discussing problems that involves work productivity of the team.