

Skills Workshop1

Pairs Red-14

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Task1: Individual work

Shun Nishijima

What I like about working in a team is making a decision and discussion directly to the answer. Therefore, I hate non-effective discussion. So I think it's better to make sure the purpose and target of discussion first. And also, I hate competing with team members, I prefer to build great things by cooperating with the team.

What went well in previous teams I participated in are two examples. One is doing myself firstly and sharing the output with the team and discussing how to make it better. I sometimes feel the necessity of thinking for myself and afterwards I'm a really good idea person in the team. Secondly, I would be better when I lead a team. I would be usually better if I can decide the direction we go. Therefore, my brain doesn't work clearly when I lose sight of the goal and If I can't change anything about the team.

What contributed to their previous group's success is making tactics by myself and cooperating with each other in a team. I made a direction of the goal and the team was going straight to the goal. When we need to make an idea quickly my characteristics make an issue. I prefer discussing until the team understands well, so it takes much time to make a decision.

What are my strengths when working collaboratively are critical thinking, capacity of thinking and facilitating. I usually work harder than any others and I can see the topic critically. Also, I like to lead discussions.

What are some points I would like to improve on are knowing more how to follow the leader, quick thinking and avoid making mistakes easily. I usually lead the team before, so sometimes it feels hard to follow other people in the team. Moreover, if I think quickly, I could make mistakes easily. So I need to think quickly and carefully.

Mateusz Bartnicki

Likes:

- meeting new people
- discovering different cultures
- seeing ideas/problems from a different angle
- getting help from more experienced people

Dislikes:

- conflicting schedules
- different goals/work ethic
- incompatible personalities

What went well:

- I learned a lot from some of my partners
- I met interesting people
- We did good work on the assignments

What went wrong:

- I would hate the thought of working with my partner again
- We failed to complete the project within the week, had to work over the weekend

What contributed to success:

- Good, clear and open communication
- Feeling of equality
- Friendly atmosphere
- Everyone trying their best on the task

What contributed to failure:

- Partners deciding to do everything on their own
- Partner making me feel stupid and small
- Arguments
- Lazy and unmotivated attitude

Task 2: Individual work

Shun Nishijima

Quadrant 1

Core Quality: Logical	Pitfall: Inflexible
Allegory: Changeable	Challenge: Flexible

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In terms of Quadrant 1, my logical thinking was really helpful in the team. After I made a map for achieving a goal, team members could easily recognize their own role and they could work effectively. However, it could cause issues during team work. I need to make sure how to work towards the goal before starting work, so sometimes I start later than other people and it takes time.

Quadrant 2

Core Quality: Proactive	Pitfall: Selfish
Allegory: Observer	Challenge: Followership

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In terms of Quadrant 2, I'm a really good member for working individually to make output and share the result to the team. On the other hand, it is hard to work with other people effectively. I'd better take time for myself and share with the team and discuss it. It could make me selfish. It is also important to work cooperatively rather than moving the specific field forward.

Mateusz Bartnicki

Quadrant 1

Core Quality: Humility	Pitfall: Shyness
Allegory: Arrogance	Challenge: Confidence

My humility is usually helpful for team work, it does the opposite of intimidating my partners since people usually enjoy feeling superior to others and it makes them more willing to help me with questions I don't understand. On the other hand it becomes a problem when I work with overconfident people, since they tend to immediately mark me as useless and proceed to work individually for the most part. This leads to situations when I know the correct answer but my partner doesn't listen to me since they have a very low opinion of my abilities which in turn also knocks me down and makes me doubt myself too. I am aware that I should be more confident in these situations and that it would benefit me and the group as a whole but it is incredibly difficult to go against your core quality and make that conscious effort, especially when my brain is already focused on the concrete problems of the assignments/project.

Quadrant 2

Core Quality: Politeness	Pitfall: Weakness
Allegory: Rudeness	Challenge: Assertiveness

Similarly to Q1, I believe that in most cases this is also a useful quality, it makes my partner feel safe and creates a good standard for a mature and pleasant work environment where everyone can communicate freely. But there are cases of group work where I wish I could be more assertive with my partners, and say what I really think when they are doing a bad job, being lazy or just somehow consciously sabotaging our work progress. I also feel like me not reacting to them overstepping makes me seem weak and easy to take advantage of. While I wish I could just do that once again it is really hard to go against your nature and multiple

years of living one way, being rude is just something I feel awkward doing and I'm also extremely scared off.

Task 4: Team work

TEAM CONTRACT (RED_GROUP14)

Team members

Name and Surname	TCS/AM/Minor/Resit/Other
Shun Nishijima	TCS
Mateusz Bartnicki	TCS

1. Document Purpose

The purpose of this team contract is to outline the **standard operating practices and team norms** of the above named team and individually listed members for the remaining duration of the team lifespan. The guidelines outlined in this document are formulated and agreed to, by all team members as indicated by their signature at the end of the contract.

2. Agreement on Teamwork Practices

The team agrees to the following guidelines regarding general procedures, practices, and behaviors that are deemed acceptable.

a. EXPECTATIONS:

Project Expectations

Deadlines	
1. We monitor deadlines and milestones by:	With a to-do list style time management app like Trello.
2. We follow up on individual deadlines by:	Recording the deadlines in the app and asking each individual to notify the rest that they are done.

3. We deal with unforeseen circumstances by:	Holding a quick meeting and thinking of a solution together.
Contribution Equality	
1. We ensure that social loafing won't occur by:	Setting up individual tasks and making sure the workload is equal.
2. We divide work as follows:	Each team member gets a roughly similarly time intensive individual task. People that are done can help the ones still struggling.
3. We ensure that everyone understands what happens, by:	Each member needs to present and explain their solution to a task. During the presentation they can answer any questions posed by the others.

Member Expectations

Effort	
1. What are your priorities ?	Quality of the product.
Integrity	
1. We avoid plagiarism, pirating and false reports by:	Use plagiarism checks available on the web.
Roles & Responsibilities	

1. Our roles in the project are assigned as follows:	We split the team up into the server development and game development teams. We also decide on a Team Leader.
2. We divide responsibilities as follows:	Based on each member's strengths and level of experience.
3. When roles evolve, we maintain accountability by:	Assigning new tasks and making sure they are completed on time.

b. COMMUNICATION

1. We use the following mediums (WhatsApp, Canvas etc.) to communicate:	WhatsApp, Discord
2. The maximum time to respond is:	1 hour
3. We will handle conflict by:	Holding an offline meeting with the team and discussing the issue at core.

c. MEETINGS

1. Our meetings are scheduled :	Every week, at least two days in advance.
2. We prepare for meetings by:	Documenting the purpose of the meeting and the progress, individual as well as the team as a whole.

3. We ensure that everyone is involved in meetings by:	Asking for everyone's progress report at the beginning.
4. If someone misses a meeting, the consequence is:	They will need to do all the documentation, logs and minutes for the next meeting.
5. We use the following meeting administration tools :	Trello and Github

d. BREECHES AND PENALTIES

1. If someone breaks the contract, then... Outline a procedure of how to respectfully make the team member aware of a breach (they may not be aware).	Privately contact them and explain what they did and how it breaches the contract.
2. If someone breaks the contract again , then...	Possibly taking minutes as punishment plus a final warning.
3. What are the penalties if there are recurring breeches?	Contact a TA and discuss our options.

3. Declaration

By signing below, team members acknowledge and agree to be bound by the guidelines outlined above.

Shun Nishijima

23 / 11 / 2022

Team Member Signature

Date

Team Member Signature

Date: 23/11/2022

Mateusz Bartnicki