**Capstone Teaming README**

Strong discouraging using Slack if it is more than a quick question to resolve a conflict or misunderstanding or clarification stemmed in part from communication. A 5 min call is probably more effective (and more personable)

Assume you can do better as a communicator on the team

Do your piece of the work. If you need help, ask for help.

If you have asked for help, your team needs to work together to resource help.

Project manager is the leader/”CEO” Only one project manager per team.

Do not start meeting or feedback with criticisms. Start with highlights and work together to figure out the problems. Blaming and finger pointing do not get people anywhere.

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If you can't deliver on something, and the team has tried to help you, be proactive and set up TA office hours, ask professors, and seek out other resources.

Consider this communication format in team updates:

* This is what I have done based on tasks assigned to me
* This is what is working well
* This is not working, I need help in \_\_\_, \_\_\_\_, \_\_\_ (e.g., someone looking at my code, evaluate if my approach is good, etc)
* How can I help with other tasks

Figure out a method to stay connected and track progress (e.g., a quick Slack on task status). Use the same method to celebrate small wins.

Figure out a method to stay connected and raise yellow / red flags about the project before the team meetings.

Clear cadence of team meetings. Have an attendance policy (just like the Capstone class itself)

Clear meeting notes with actions.

Sending pre-reads is a good idea before meetings if the topic is complex.

**What Previous Capstone Team Said about Effective Teaming**

I hope this message finds you well. I just wanted to send you an email about how our team communicated. Overall, I think what really worked for us was:

1) Having a designated time each week for team meetings.

2) Each time someone did something, that person would send a message on Slack to update other team members about what was done, what were the results, or what issues we had. Each of these messages literally began with the word "Update".

3) Every couple of days, everyone would also send a message on Slack to let other team members know what they were working on, what they planned to do over the weekend, or how far they've progressed.

I think that was pretty much it. We consistently did all those things throughout the semester to make sure everyone was in the loop and really knew what was going on. I hope this helps! Let me know if there's anything else you need.

Cheers,

Amy Lai