# Team Structure

1. At the end of each laboratory session, team is to allocate tasks to each member and deadlines
2. Tasks should be balanced and variety is to be given so that nobody is being overloaded and all members are to be exposed to each component of the project.
3. Work weekly within the guidelines.

# Team Rules and Guidelines

1. **Voice issues** - Should a team member have reservations/issues regarding any ideas brought forward by any team member, that member must voice their concerns.
2. **Share knowledge** - Put in the effort to explain when asked.
3. **Communication** - Maintain clear communication about all issues, deadlines and responsibilities, Communication is key, therefore do not wait till the last minute, be time effective.
4. **Criticism** - Criticism should be constructive and not destructive
5. **Consistency** - Post a weekly update in team forum
6. **Contribution** - Build on one another’s points, each person is to contribute to their abilities and communicate when they cannot contribute that week.
7. **Ask** - If you need help, ask.

# Conflict & Lack of Contribution.

1. Team leader to discuss with members individually.
2. Members to discuss together.
3. Tutor and if required, Lecturer.

# FCS Criteria

Each team member is to show:

1. Consistency across attendance and deadlines.
2. Communication.
3. Guidance others and assistance to people where needed.
4. Regular posts and updates to the Moodle page logging work and progress.
5. Production of quality work that needs minimal ‘fixing’.
6. Showing up to team meetings and participating in group discussions.
7. Evidence where they ignored Conflict resolution.
8. Can show evidence of weekly progress for individual tasks.

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| **Name** | **Student Number** | **Signed** |
| AB |  |  |
| DB |  |  |
| HB |  |  |
| RC |  |  |