

### Group Work and Team Management

- Discover each person's **strengths**, then assign **roles** based on those strengths
  - Who is reliable, who is organized, who keeps good notes, who manages their time well, who has good writing/spelling/grammar, who is creative/artistic, who has contacts with stakeholders, etc.
  - Role examples: secretary, report editor, group meeting/time manager, field-work manager, prototype manager, etc.
- Do the **readings** – it will be obvious from the **quality** of your reports whether or not you have
- **Plan** ahead: e.g. create personal deadlines for individual sub tasks, prior to the overall deadline
  - Discuss the '**group goals**': what marks are you aiming for? What do you want to learn from taking this course? What happens if one week a member can't contribute as much?
- Establish good **communication** between group members
  - Share phone numbers, email addresses and availability
  - Set up an online tool for group members to communicate, e.g. yahoogroups
- Every group member must pull their weight – there will be **individual evaluations** at the end of the semester
  - Each group member is **responsible** for an equal fraction of the project in time, effort, and evaluation. For example, one member cannot expect to only contribute to one prototype – it does not count for 20% of the overall grade. If one member comes up with all of the ideas, they are not exempt from other tasks.
  - Keep track of how long it took to do every task: how many hours and how many people
- **Team building** exercises:
  - Go play pool; hang out together, team work is a good way to build friendships!