Teamwork

EECE 401 Senior Design I

Department of Electrical and Computer Engineering

Fall 2012

Charles Kim – Howard University

Groups and Teams

- ## Group
  - Composed of individuals
  - Develops its own codes of behavior and status
- ## Team
  - A special kind of group
  - Deliberately formed to commit to a purpose
  - <u>"A team is a small number of people with complementary skills who are committed to a common purpose, set of performance goals, and approach for which they hold themselves mutually accountable"</u> --- Katzenbach & Smith
    - Small group
    - Complementary skills
    - Common Purpose
    - Mutual Accountability

More than just tasks

- Effective Team Output:
  - "task productivity" & "relationship morale"
- Tasks:
  - Directed toward reaching objectives
  - Focus on problem solving and decision-making
  - Elements of effective task accomplishment
    - Seeking Information
    - Sharing Information
    - Defining and Clarifying
    - Summarizing
- Relationship:
  - Building Morale through investment in interpersonal attributes of motivation, confidence, group dynamics
  - Elements of effective relationship and high team morale
    - Listening
    - Seeking agreement
    - Encouraging
    - Compromising
- Key to Success
  - Balance between Task and Relationship

Team is:

- Team is
  - **Formed** by Relationship among team members
  - **Guided** by a vision and set of common goals
  - **Functioned** by roles of members to accomplish tasks
  - **Run** by following agreed-upon rules and procedures

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Running Effective Meetings

- **Meeting**
  - The main form of information exchange
  - Tasks to be identified and allocated
  - Status on assigned tasks reported

- **Meeting Agendas and Minutes**
  - Without agenda, meeting is not productive
  - Agenda contents:
    - Purpose
    - Topics
    - Desired outcomes
  - Meeting Minutes

By the way; Project Binder

- **Keep all your works**
  - Individual works, drafts, emails,
  - Datasheets, ordering receipts, etc
  - Proposals (v1, v2, …vn)
  - Meeting Minutes
  - Presentation
  - Design Requirements
  - Anything and everything the team did and produced
- **Put them in to a Binder – chronological order**
- **Submit the binder**
  - End of Fall 2011 Semester (Monday 12/03/2012)
  - End of Spring 2012 Semester

Meeting Etiquette

- Begin the meeting on time
- Review the agenda as the first activity of the meeting
- Focus discussion on facts (not on personal issues)
- Stay on track
- Close the meeting effectively
  - Summarize the decisions made and action items for each member
  - Set the agenda for next meeting
  - Evaluate how the meeting went

Busting a Meeting

- Schedule a meeting via voice mail, answering machine message, or similar way of "no guarantee" of reception or confirmation.
- Making last minute changes to meeting time
- Wait for everyone to arrive before starting
- Get sidetracked early on an unimportant issues
- End a meeting without reviewing what everyone is supposed to do before the next meeting_____

Signs of Trouble

- The Meetings are Formal, Stuffy, or Tense.
- There is a Great Deal of Participation but Little Accomplishment.
- Disagreements are Aired in Private Conversations.
- Decisions Tend to be made by the Formal Leader with little Meaningful Involvement of other Team Members.
- Members are not Open with Each Other Because Trust is Low.
- There is Confusion or Disagreement About Roles or Work Assignments.
- People in other Parts of the assignment who are Critical to the Success of the Team are not Cooperating.

Summary: Characteristics of Effective Teams

- Loyalty
- Commitment
- Sense of Belonging and Desire to Stick Together
- Honest Communication
- Mutually Respectful and Friendly Environment
- Enthusiasm
- Willingness to take responsibility
- Tolerance of individual weakness
- Appropriate recognition of good work

Peer Evaluation – Rationale

- **Teamwork & Fairness**
- Evaluation of each team member's strength and weakness in terms of Tasks and Relationships
- Each member fill out the form individually
- Submit the form individually via email
- The submitted evaluation forms and results are kept confidentially by the instructor.
- But will be used in grading

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Peer Evaluation

- For each item (we have 10 items) a team is given a sum of money allocated to $500 per member.
- For each item, distribute the sum to each member according to his/her performance on the item
- The same scores for all members are not counted.
- P = [Total Amount of Money]/5000

Peer Evaluation

		Write each member's LAST name below (including yours)				
1	Works cooperatively to complete team assignments					
2	Prepares for, arrives on time, and attends meetings					
3	Makes positive contributions to meetings					
4	Work is of high quality and completed on time					
5	Brings a creative spark to the team					
6	Supports and respects other members' efforts and opinions					
7	Is able to give and receive feedback effectively					
8	Is responsible and accessible					
9	Is enthusiastic about the project and energetic					
10	Demonstrates effective leadership, keeps team focused, and elevates the work of the entire team					
	TOTAL					

Schedule of Last Weeks of the Semester

- Classes:
  - Nov 21: Teamwork
  - Nov 28: Project Success and Winter-Break Plan
- Final Exam
  - Dec 3: [all class notes posted and emailed] + [Project specifics]
  - 11:00 – 12:00 noon 1002 LKD
- Submissions
  - Nov 28: (1) Revised Proposal (Paper + Docx file); (2) Proposal Revision Statement (Paper + Docx file) (2:00pm)
  - Dec 3: Project Binder (5pm)
  - Dec 3: Peer Evaluation (8pm) -- File name convention: Peer_lastname.docx

- Grading
  - **Individual Score (X):40%**
    - Attendance (10%): only on-time arrival counts
    - Homework +Others (20%)
    - Final Exam (10%)
  - **Group Score (Y): 60%**
    - Class activities + Assignments (30%)
    - Proposal + Presentation (30%)
  - **Peer Evaluation Score (P): 0 – 1.0**
  - **FINAL SCORE (F)**
    - $F = X + Y*[0.6 + 0.4*P]$
- **Grades**
  - A: 90 – 100
  - B: 80 – 89
  - C: 70 – 79
  - D: 60 – 69
  - F: 0 - 59