

Teamwork

EECE 401 Senior Design I

Department of Electrical and Computer Engineering
Howard University

Dr. Charles Kim

www.MWFTR.com

Charles Kim – Howard University

Teams and Members 1

- Cornell Cup 1
 - Emmanuel Ademuwagun
 - Yusuf Siyanbola
 - Zachary Spence
 - Patrick Buah
 - Jordan Wren
- Cornell Cup 2
 - Bethany Robinson
 - Caleb Davis
 - Cecily Gomes
 - Sarah Mwandu
 - Ibukun Osei

Teams and Members 2

- Cornell Cup 3
 - Raymond Jones
 - Charles Brown
 - Kenneth Booker
 - Warren Spencer
 - Von Miles
- Better Building Case
 - Alexis Wells
 - Monica Burnett
 - Venessa Woodson
 - Lakeasha Williams

Teams and Members 3

- Renewable Energy Configuration
 - Tiago Nunes Barbi Costa
 - Phathom Donald
- Cyber-Security for Smart Grid
 - Andre Duarte Palhares
- Northrop Grumman
 - Jonathan Applewhite
 - Tesfayohnes Woldselassi
 - Brittany Jackson

Groups vs. 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
 - “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” --- 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 goals
 - Focus on problem solving and decision-making
 - Elements of effective task accomplishment
 - Seeking Information
 - Sharing Information
 - Walking the talks
 - Bringing results to meetings
- 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**

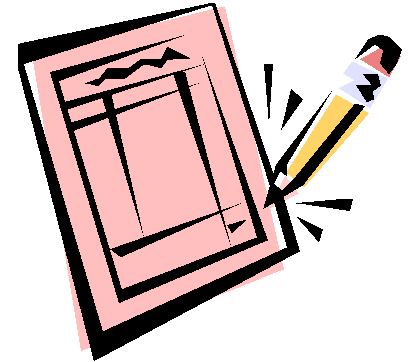


Team Contract

- Goal
- Expectations
- Rules and Policies
- Commitment

Team Contract
for Inter-Design Class
Department of Electrical and Computer Engineering
Howard University

Team Name																	
Team Purpose	The reason of the team is:																
Team Objective	The goal/objective for this team is:																
Team Structure	The team's experience of each member in terms of role, leadership, level of participation, communication, productivity, etc. are as follows:																
Team Rules and Policies	The team's policies and procedures governing such things as behavior, attendance, task assignments, resources, quality of work, and conflict resolution, penalties and rewards are as follows:																
Commitment by Members	I understand and agree to the above team purpose, goals, rules, and procedures as stated in this contract. I understand that I am obligated to abide by these rules and conditions. I understand that if I do not abide by the rules and conditions, I will suffer the consequences as stated in this contract.																
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- **We will make team contracts later**

Team Contract: Goals and Expectations

- Goal Statement
 - Clear, measurable targets that indicates progress toward the purpose
- Expectation Statement
 - Team's expectation on team members in
 - Meeting attendance and on-time arrival
 - Activity participation
 - Communication
 - Productivity
 - Assigned task completion
 - Keep the deadline
 - Etc

Team Contract: Rules and Policies

- Rules and Policies
 - Ground rule for common area
 - Running of Meetings
 - Who runs the meeting?
 - Cell-phone policy
 - How team decisions and consensus will be reached
 - How meeting absenteeism and tardiness will be handled
 - Policies for missing one meeting or being late
 - Policies for contacting someone to contact
 - Expectations of quality works
 - How to handle late and incomplete work of a member?
 - How to reward team members who exceed expected performance
 - Relationship
 - What each member to bring to each meeting
 - Developing “can do” attitude
 - etc



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 2013 Semester
 - End of Spring 2014 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.

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 difference (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 (when required)**
- The submitted evaluation forms and results are kept confidentially by the instructor.
- But will be used in grading

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 accepted nor counted**.
- $P = [\text{Total Amount of Money}] / 5000$

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					

Reminder

- **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

Next Week

- W Oct 16, 2013
- Proposal Submission – Hardcopy
 - Tolu
 - My office
- Cornell Cup Teams
 - Forms to be signed by advisor (Finish Tuesday, Oct 15.) * Monday is holiday.
 - Proposal Discussion before uploading:
Between 4 – 5 pm Wed
 - Oct 17: 4 – 5 pm only

Team Contract

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-
- Submission required

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