EG-252: Group Design Exercise

**Team Building Exercise**

# Establishing Expectations

This section is on how to establish expectations. It guides you to come up with team goals, expectations, policies and procedures, and consequences of non-compliance. It serves as a contract for your team and is signed off by all members of the team at the end of this document.

*Goals*

What are our team goals for the project? What do we want to accomplish? What skills do we want to develop or refine?

|  |  |
| --- | --- |
| * Programming
 | * Soldering
 |
| * Website
 | * Auto-CAD
 |
| * PCB Design
 | * Add special feature
 |
| * Micro mouse
 |  |

*Expectations*

What do we expect of one another regarding attendance at lab sessions, participation, frequency ofcommunication, the quality of work etc.?

|  |  |
| --- | --- |
| * 100% Attendance
 | * Participation
 |
| * Don’t give all the work to one person
 | * Meet deadlines
 |
| * Communication
 | * Quality of work
 |
| * Dedication
 | * Open to advice/help
 |

*Policies and Procedures*

What rules can we agree on to help us meet our goals and expectations?

|  |  |
| --- | --- |
| * Punctuality
 | * Democracy
 |
| * Emotional control
 | * Responsibility
 |
| * Always reference
 | * Accountability
 |
| * Logical thinking
 | * Meet expectations
 |

*Consequences*

How will we address non-performance regarding these goals, expectations, policies and procedures?

|  |  |
| --- | --- |
| * Team meeting
 |  |
| * Manager report
 |  |
| * Hast to buy pizza for next meeting
 |  |
| * Report to Jobling in extreme cases
 |  |

# Agreed Terms of Management

For a team of 4 people, each team member is to take on the role of Team Leader for 5 weeks. For a team of three, the period of office will be seven weeks. Please tabulate the expected periods and dates of office below. Each team leader will be expected to submit a confidential private report of the team’s progress and your performance in office within one week of ending the period of office.

|  |  |  |  |
| --- | --- | --- | --- |
| **Who** | **Period of Office (weeks)** | **From** | **To** |
| **Josh Jarvis** | **5 weeks** | **10th October**  | **14th November** |
| **Juan Estrada** | **5 weeks** | **14th November** | **21st December** |
| **Charlie Clarke** | **5 weeks** | **27th January** | **3rd March** |
| **Llewellyn Tembo** | **5 weeks**  | **3rd March** | **7th April** |

#

# Skill/Task Matrix

This is a rough draft of what I remember from the skills identification and team building exercise that took place at the start of the GDE. Actual teams will be announced at the start of the class on 10th October, and I will be showing you how to create Microsoft Team sites which you can use for team communications, document collaboration, planning and meetings. This is a guide, and you are encouraged to discuss it within your own team and modify it as necessary to identify strengths and weaknesses in your team. Once you have agreed on your list of roles and the skills needed, you need to identify which team member will be responsible for each.

A version of this skills matrix will be required as part of the initial deliverables on the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Skill** | **Needed for (system or activity)** | **Who?** |
| Manager | Management | Project | All – to manage team for the period identified above. |
| Project Planner | Planning | Project | Everyone |
| Researcher | Organisation, record keeping | Project/Subsystems | Everyone |
| **Electronic Hardware** |  | Sensors, DrivesMicroprocessor system |  |
| Designer | Creativity  | Activity  | Josh, Juan |
| Technician | Soldering | System/Hardware  | Charlie, Llewellyn  |
| Tester | Problem solving | Activity  | Juan, Josh |
| **Software** |  | Sensor inputs, Motor control, Mouse operation |  |
| Designer | Creativity | Arduino | Josh, Llewellyn |
| Coder | Programming | Arduino  | Juan, Charlie |
| Tester  | Problem solving | Arduino | Charlie, Josh |
| **Mechanical Hardware** |  | Shell, Component assembly |  |
| CAD | Software designing | CAD design | Josh  |
| Construction | Technological | 3D printer / workbench | Charlie |
| **Sensors** |  | Microprocessor inputs |  |
| Experimenter | Innovative  | Handout information  | Llewellyn, Josh  |
| Integrator | Programmer | Components for build | Juan, Charlie |
| Tester | Attention to detail | Circuit diagram | Josh, Llewellyn |
| **Documentation** |  | Project planning, Progress reports, Paper-based and electronic deliverables, Hardware, Software, Experimental results |  |
| Writer | Key understanding | Word | Josh, Charlie |
| Graphic Artist | Creativity  | Excel, screenshots | Charlie, Llewellyn |
| Data analyst | Good with numbers | Excel  | Josh, Juan |
| Editor | Attention to detail | Spellchecker  | Juan, Llewellyn |
| **Web Site** |  | Documentation repository, Publicity, Collaboration |  |
| Web Master | Overview/sight | Handout | Juan, Llewellyn |
| Web Designer | Formatting | Word Press | Josh, Charlie |
| Graphic Artist | Creative | Previous websites | Llewellyn, Charlie |

Signatures

# We share the goals and expectations, and agree to these policies, procedures and consequences listed in the Establishing Expectations. We have agreed to the allocation of team leadership duties and terms of office listed in Agreed Terms of Management. We have agreed to take on the roles and responsibilities recorded in the Skill/Task Matrix.

|  |  |  |
| --- | --- | --- |
| Man and woman outline |  |  |
|  | **Llewellyn Tembo** | **LLEWELLYN TEMBO 17/10/24** |
| Man and woman outline |  |  |
|  | **Charlie Clarke** | **CHARLIE CLARKE 17/10/24** |
| Man and woman outline |  |  |
|  | **Josh Jarvis** | **JOSH JARVIS 17/10/24** |
| Man and woman outline |  |  |
|  | **Juan Estrada** | **JUAN ESTRADA 17/10/24** |

Completion of this form contributes towards the Semester 1 progress grade. Please complete and submit one form per group.

Revised Document: eg-252-skill-matrix-v2.1 Uploaded to Canvas 10 October 2024 by C.P. Jobling.