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?

|  |  |
| --- | --- |
| * Obstacle Avoidance
 | * Improve general skills
 |
| * Line following
 |  |
| * Combat
 |  |
| * Documentation on website
 |  |

*Expectations*

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

|  |  |
| --- | --- |
| * Turn up to labs each week
 |  |
| * Complete work assigned
 |  |
| * Don’t go missing
 |  |
| * Show your progress each week
 |  |

*Policies and Procedures*

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

|  |  |
| --- | --- |
| * Contact others if help is need/deadlines are too short
 |  |
| * All written submitted work must be proofread by at least another person
 |  |
| * No plagiarised work for written pieces
 |  |
| * Lab Safety / do not damage project
 |  |

*Consequences*

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

|  |  |
| --- | --- |
| * Not fulfilling goals on time = talking too
 |  |
| * Long stretches of absence without word = red card ? Reported to staff +
 |  |
| * Purposeful incompetence = red card
 |  |
| * Not turning up for a few weeks but with contact = yellow card
 |  |

#

# 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** |
| **Alex** | **5** | **27/1** | **24/2** |
| **Chris** | **5** | **24/2** | **31/3** |
| **Yashvant Ishva** | **5** | **14/11** | **12/12** |
| **Helal** | **5** | **10/10** | **14/11** |

#

# 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 | Alex + **Yashvant Ishva** |
| Researcher | Organisation, record keeping | Project/Subsystems | Alex + Chris |
| **Electronic Hardware** |  | Sensors, DrivesMicroprocessor system |  |
|  | Designer |  | Chris + **Yashvant Ishva** |
|  | Technician |  | Chris + **Yashvant Ishva** |
|  | Tester |  | Chris + **Yashvant Ishva** |
| **Software** |  | Sensor inputs, Motor control, Mouse operation |  |
|  | Designer |  | Alex + Helal  |
|  | Coder |  | Alex |
|  | Tester |  | Alex  |
| **Mechanical Hardware** |  | Shell, Component assembly |  |
|  | CAD |  | Alex + Helal |
|  | Construction |  | Chris + **Yashvant Ishva** |
| **Sensors** |  | Microprocessor inputs |  |
|  | Experimenter |  | **Chris + Yashvant Ishva** |
|  | Integrator |  | Chris  |
|  | Tester |  | **Yashvant Ishva** |
| **Documentation** |  | Project planning, Progress reports, Paper-based and electronic deliverables, Hardware, Software, Experimental results |  |
|  | Writer |  | All |
|  | Graphic Artist |  | All  |
|  | Data analyst |  | All |
|  | Editor |  | **Yashvant Ishva** |
| **Web Site** |  | Documentation repository, Publicity, Collaboration |  |
|  | Web Master |  | Helal |
|  | Web Designer |  | Helal |
|  | Graphic Artist |  | Helal |

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 |  Alexander Brett |  |
|  | **Team member name** | **Signature** |
| Man and woman outline | Christian Favell Gallifant |  |
|  | **Team member name** | **Signature** |
| Man and woman outline | Yashvant Ishva R K N |  |
|  | **Team member name** | **Signature** |
| Man and woman outline | Helal Almohannadi |  |
|  | **Team member name** | **Signature** |

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.