

# TDA/DIT 594 - Assignment 0 - Team Selection

**Due Date:** Thursday, November 5, 23:59

**Submission:** Via e-mail, [ggay@chalmers.se](mailto:ggay@chalmers.se) (one per team)

## Overview

In this class, the project will be conducted in groups. This handout outlines the group selection process, the expectations on the groups, and some hints on how to run an effective team.

## Group Selection

The class will be divided into groups of people. Students are strongly encouraged to form their own groups of compatible people. A team should consist of **six to seven people**. If you cannot find a team to work with, you can submit your name to the examiner, and they will assign you to a team.

The team selection process works as follows:

1. If you find enough colleagues, e-mail the examiner with the information requested below and you have a team.
2. If you have a partial team, e-mail the examiner and inform them of this. We will assign the remaining members to your team.
3. If you want to be assigned to a team, e-mail the examiner and we will assign you.

## Deliverable

Please send one e-mail **per group** to [ggay@chalmers.se](mailto:ggay@chalmers.se). In the email, we want the name of each team member. We will assign a team name/number and create a Canvas group.

**If you do not submit on time, you will be assigned randomly to a group.**

## Group Organization

Most students prefer a democratic group organization. In a minority of groups, this can - in fact - work. However, most groups find they need some form of leader. We suggest you consider electing a “manager” for the team. The manager is responsible for calling meetings, assigning responsibilities, making sure deadlines are met, etc. We also recommend that you rotate the “manager” position throughout the semester, so that you all share this responsibility. You are free to choose any team organization you want. We suggest that you create and adhere to a regular meeting schedule to ensure constant progress (i.e., meeting biweekly). Be sure to start early on assignments, as they will be due on a regular basis.

## Division of Labor

While it is to be expected that some members of your group will be better writers, some better programmers, and so on, you are not to divide the labor on these grounds alone. This class is to be a learning experience, and each of you should get a substantial amount of practice in all of these areas, not just the ones you are already good at. We recommend practicing pair programming and writing - and switching places - so that everyone has input on decisions and practice in different roles.

Note: From experience, the integration of a document (integrating the parts developed by team members, making sure they are consistent, and making it look like a good document) takes a lot longer than you think. Thus, integration should start several days before the actual deadline. We suggest

### **Problems in the Team**

Your team is almost certain to have some problems. For example, some team member will not pull their load, might not be as prepared as the rest of the team, or simply does not want to work on the assignments. In this case, do not immediately come to the teachers or supervisors for help. You are working in a team and you are responsible for resolving the problems. Naturally, if the problems are severe, feel free to contact us. Switching teams will only be allowed in the most severe of circumstances.

From experience, not knowing what the expectations are is the most common problem in teams. One team member may think she/he is pulling her/his load, but the rest of the team is griping amongst themselves that this person “never does things right”. By keeping all expectations explicit through the action items on meeting minutes, you can avoid a lot of problems. Communicating expectations clearly and voicing concerns within the team clearly are a must.

Should the problems be severe, you are encouraged to contact the supervisors to arrange a group mediation session.

Keep in mind that grades are individual, and team members who do not contribute will not get an equal grade.

### **Peer Evaluation**

When working in the team you will be subjected to at least two peer evaluations. You will also evaluate your peers. When performing the peer evaluation, you should be honest without being vengeful. More on this topic will follow later in the class.

### **Expected Workload**

This course may be a lot of work. The assignments may not seem that tough when you start out, but you will discover that all the reading, writing, and producing solutions can be difficult and time-consuming tasks.

Remember: Grades are not assigned in proportion to how many hours you spend on the assignments. Grades are assigned based on the quality of your work. Use your time wisely!