

Project Team and Teamwork

- Project Scope/Goal



- Project Execution/Progress

What is team ?

- A team is a special kind of () deliberately formed to commit to a ()
- “A team is a () number of people with () skills who are committed to a common () and set of performance (), for which they hold themselves mutually ()”
- A team is :
 - Composed of ()
 - With ()
 - Committed to ()
 - Holding each ()



Team

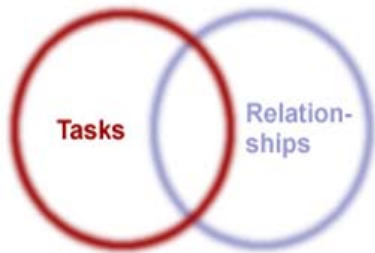
More than just tasks

- Effective Team Output:

- Key to Success



1 Tasks



2 Relationship

- Directed toward reaching ()
- Focus on () and decision-making
- Elements of effective task accomplishment

- Building Morale through investment in Interpersonal attributes of (), () and ().
- Elements of effective relationship and high team morale



5 Stages of Team Development



New team formation

<https://quizlet.com/447997477/tuckmans-5-stages-0>

Recap: Team

- Team is
 - Formed by
 - Guided by
 - Functioned by
 - Run by



Team Contract – Joining a team

- Contents of team contract:
 - Goal
 - Expectations
 - Rules and Policies
 - Commitment

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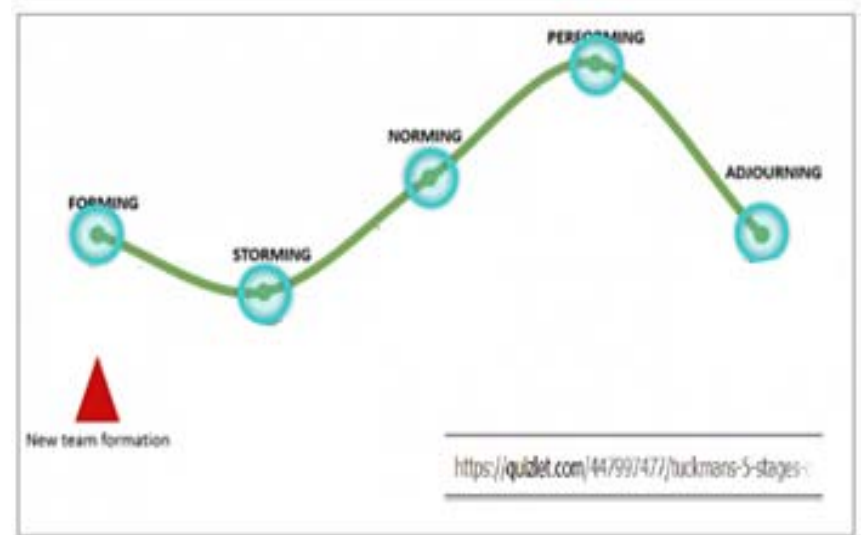
Project Teams

Team Contract Form: (in [pdf](#), [docx](#), forms)

Why "Team Contract" ?

- Purpose:

- Benefits:



Team Contract: Goals and Expectations

- **Goal Statement**
- **Expectation**

Team Contract: Rules and Policies

- Rules and Policies

- Running of Meetings

- How meeting absence and tardiness will be handled

- Expectations of quality works

- Relationship building

Project Team Contract

Academic Semester/Year: (/)

Project Team Name																																																											
Project Advisor	Name:	Major/Dept:	Email:																																																								
Long-Term Goal of the Project																																																											
Academic Year Goal and Deliverables	Academic Year Goal: Academic Year Deliverables (or Final Products):																																																										
General Rules and Policies	<p>Meeting attendance rules:</p> <ul style="list-style-type: none"> • • • <p>Task assignment and completion rules:</p> <ul style="list-style-type: none"> • • • <p>Teamwork and relationship building rules:</p> <ul style="list-style-type: none"> • • • 																																																										
Commitment by Participant	<p><i>I voluntarily participate in the project team with expected activities to collectively achieve the long-term goals and the academic year objectives under the guiding goals, roles, and policies as stated in this contract. I understand that I am obliged to abide by these rules and policies. I understand that if I do not abide by them, I may be requested to leave the project team.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Signature</th> <th style="width: 20%;">Major (EE, CpE, CS, ME, CHEM etc)</th> <th style="width: 15%;">Standing (Sr, Jr, Sp, or Fr)</th> <th style="width: 25%;">Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name	Signature	Major (EE, CpE, CS, ME, CHEM etc)	Standing (Sr, Jr, Sp, or Fr)	Date																																																		
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Project Teams

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3 Important Things to do for team project

1) Weekly Meetings (outside the class)

2) Records and Evidence Collection

3) Electronic Project Folder

Running Effective Weekly Meetings



Team Participation and Peer Evaluation

- What is Peer Evaluation?
- Why do we do peer evaluation ?
- How do we do it?

Peer Evaluation Form

- 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**.

$$P = \frac{\$ [\text{Total Amount of Money Received}]}{\$ 5000}$$

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					

1st Team Work

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The last slide – Reference questions

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How was he/she perceived by peers/management?

How would you assess their teamwork skills? Did they interact well in a team?

What did their teammates think of him/her?

How do you evaluate them on the following:

Technical Strengths:

Interpersonal Strengths:

What were the candidate's strong points and principal accomplishments?

In what areas does the candidate need development?

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