# VIP and Teamwork

**VIP** @Howard

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## www.MWFTR.com/VIPatHOWARD.html

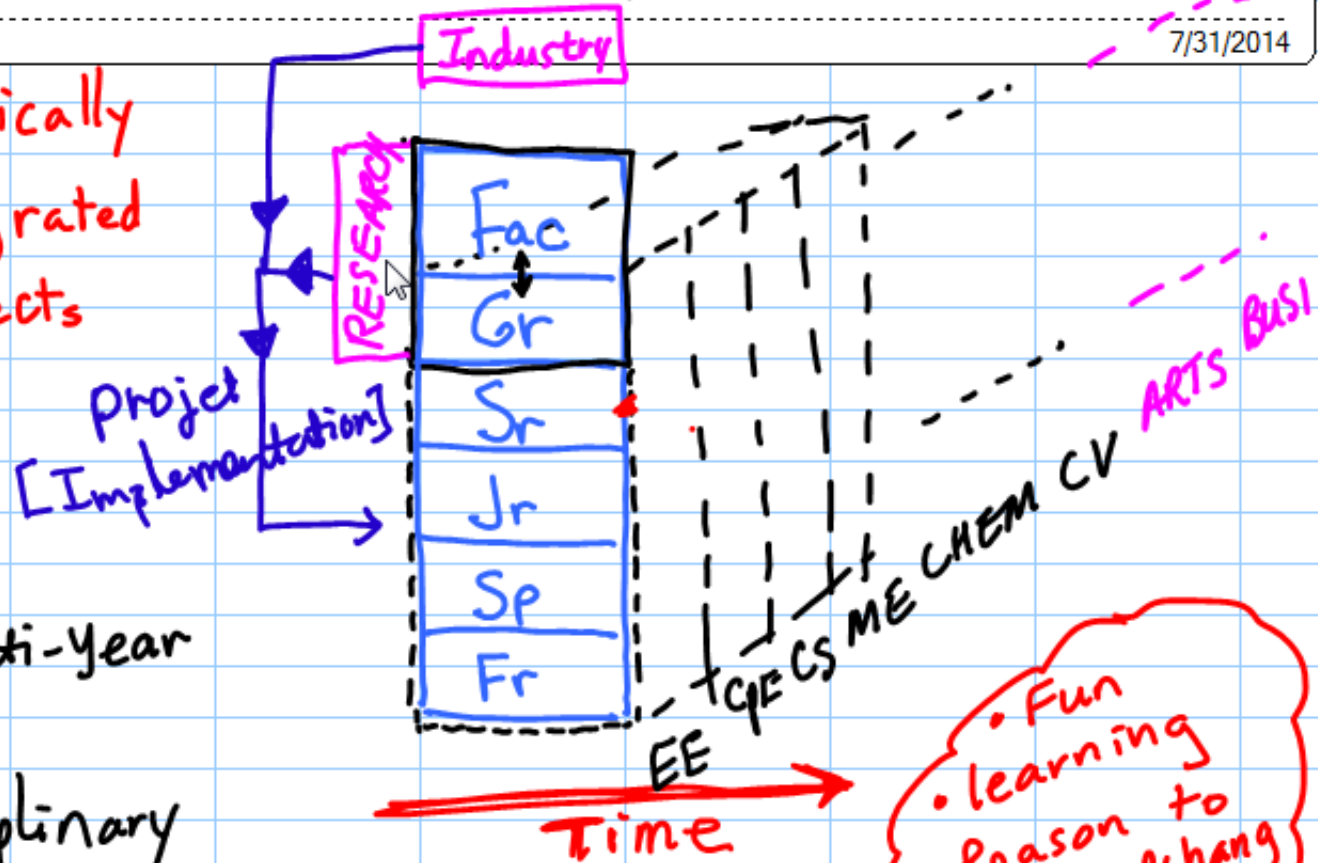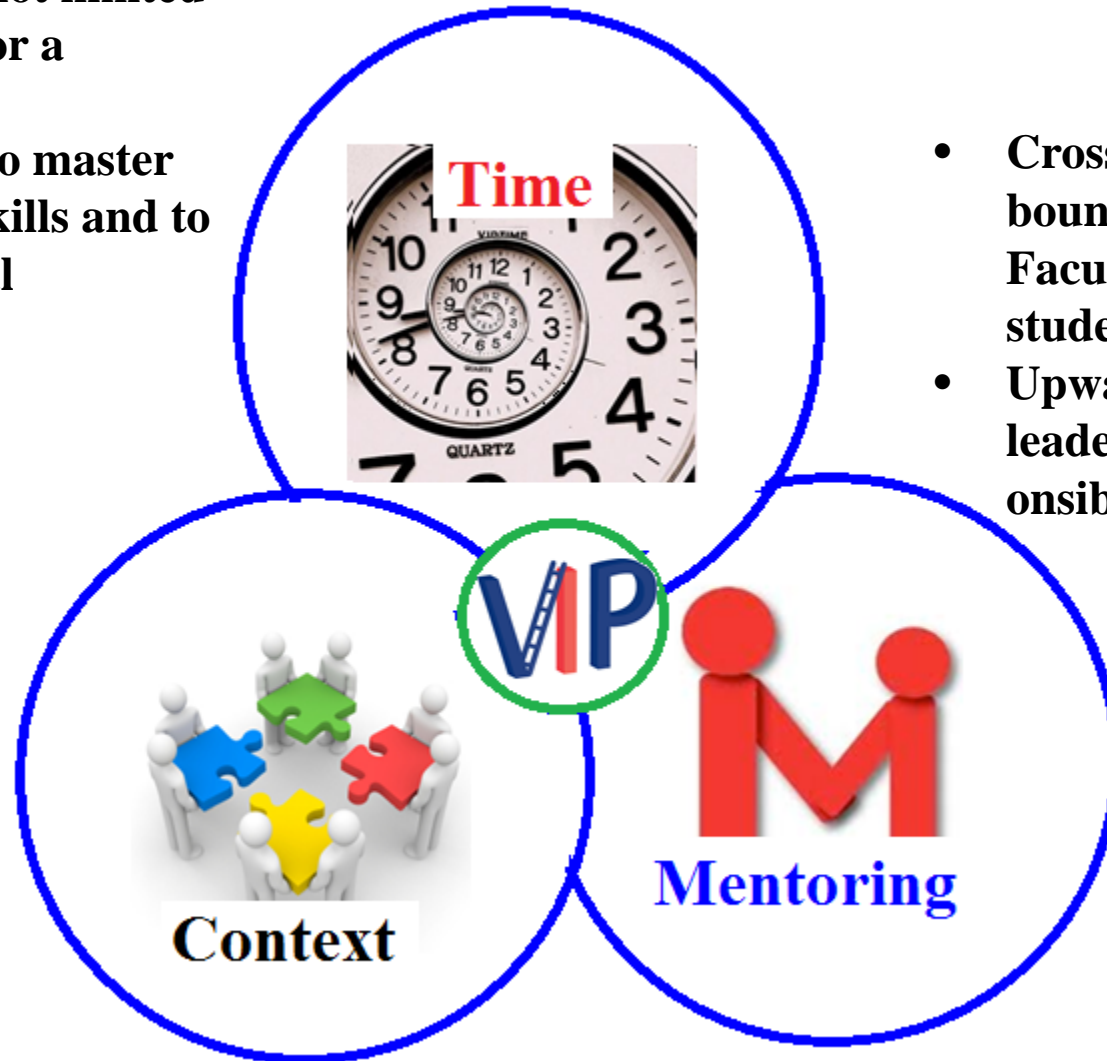# VIP Program - Essence

# Key Elements of VIP

- **Long Term – not limited by a summer or a semester**
- **Enough time to master professional skills and to make technical contributions**

- **Large scale**
- **Multidisciplinary**
- **Real Problem solving**



- **Crossing boundaries: Faculty>Grad student>Sr>Jr**
- **Upward leadership/responsibility role**

# VIP Teams – Mentoring & Leadership

- Faculty Advisor
- A graduate student
- Senior Students ---
  Leadership role
- Underclass students
- Multidisciplinary

Vertical Mentoring & Leadership

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# VIP Team Meetings and Activities

- **Weekly meeting**
  - Tasks are defined
  - Each task assigned
  - Each task performed individually or in sub-groups
- Project Note (Each participant):
  - Write every activities: search. Research, findings, designs, etc
  - Grading point --- Composition note
- Team webpage

# Team

- 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

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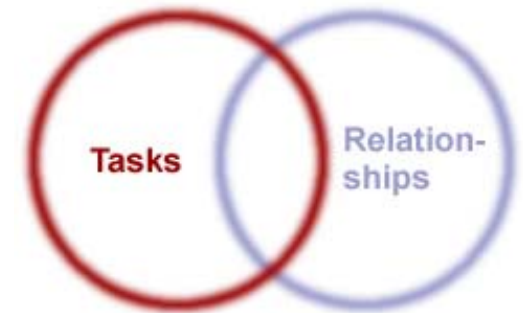
# Recap: Team is



- 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

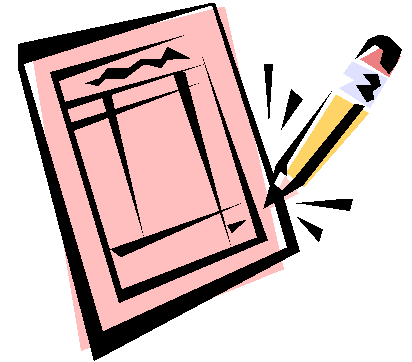# Team Contract

- Goal
- Expectations
- Rules and Policies
- Commitment

# Team Contract: 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
  - ### 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

# 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

# By the way; Project Team Binder

- **Record/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**
- **Reminder !!!!**
  - **Individual project note**