

Project Team and Teamwork

“The ability to function on (multi-disciplinary) team environment”



Department of Electrical and Computer Engineering
Howard University

Senior Design Project Teams

Team	1	2	3	4	Team Leader (Sr)	Weekly Meeting Day and Time
Terminator	Ragland	Robinson	Collins	Vil	Robinson	M 4 - 5
AutoMoe	Cunninghams ,S	Campbell	Gaire	McCoy	Campbell	W 1 - 3
eTrike	Johnson	Burse	Walker	Morakinyo	Burse	M 3 - 5
SLAM	Lewis	Cunningham, J	Peeples	Veal	Veal	M 12 - 1
Graphone	Adewumi	Talentino	Edge		Adewumi	T 4 - 5
Sandia	Thomas	Young	Chastang	Bell	Chastang	M 11 - 1

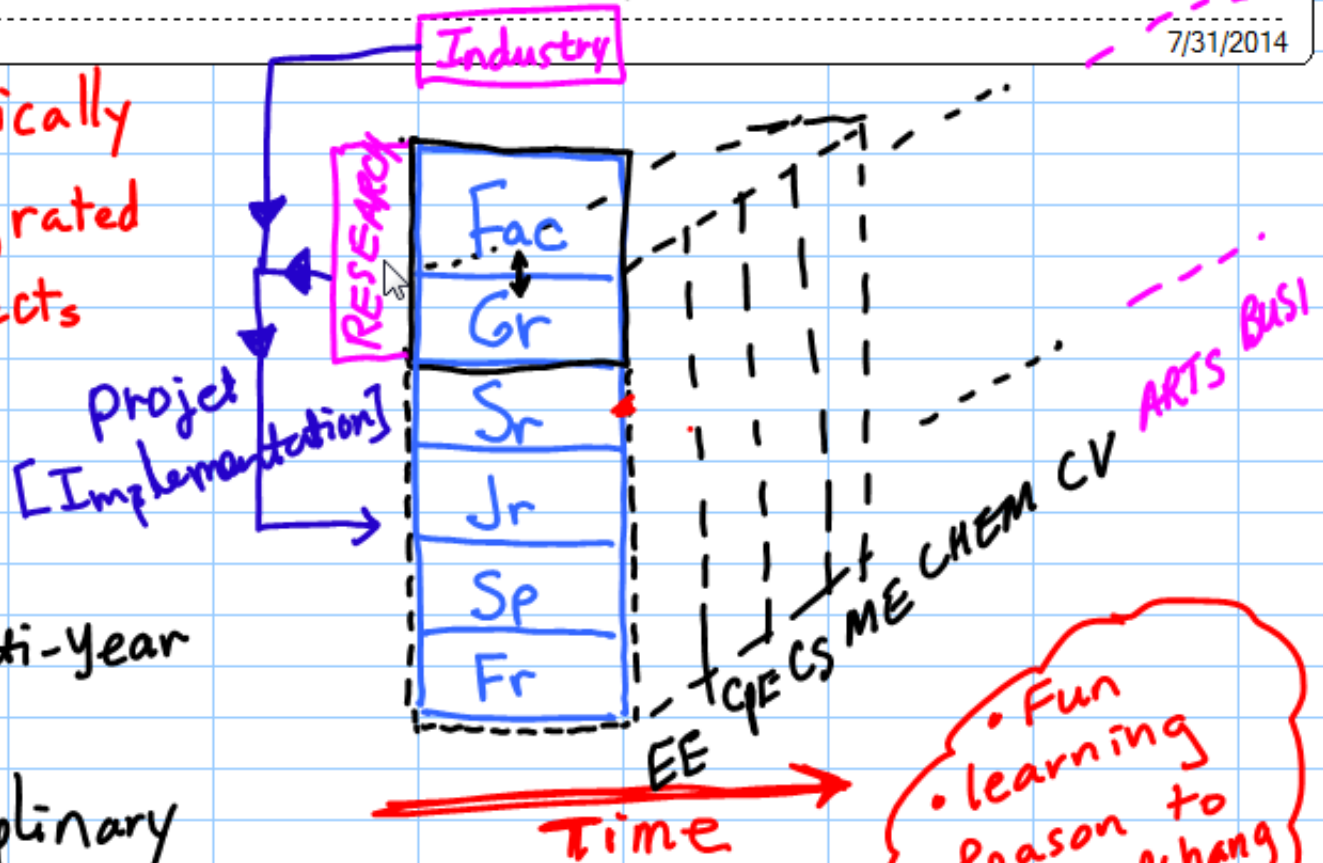
VIP team Project - Essence

VIP program

Note Title

7/31/2014

Vertically
Integrated
Projects



- Bigger, multi-Year project
- Inter-disciplinary
- Research & Education Integrated

• Fun learning
• Reason to stay & hang on

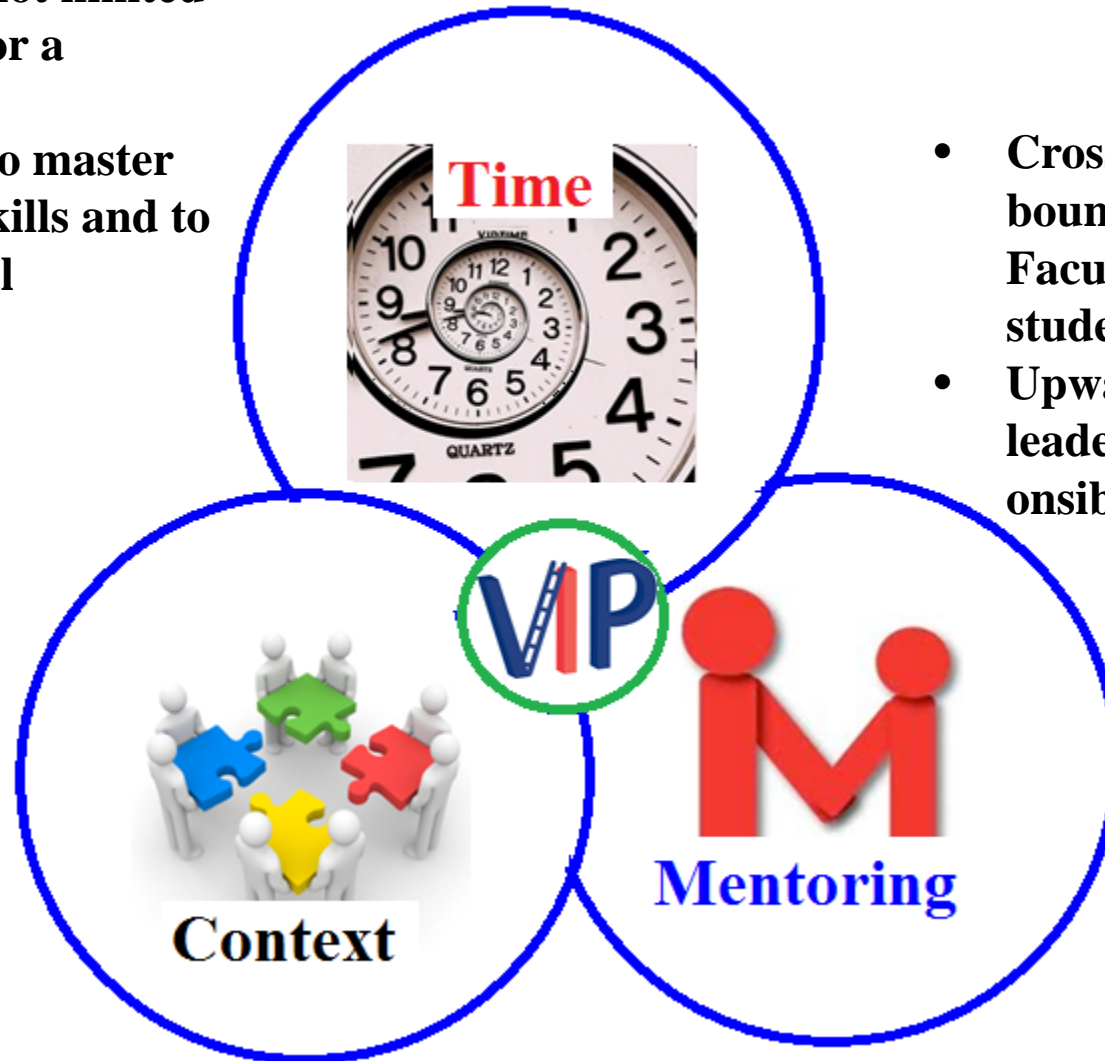
Key Elements of VIP Team Project

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



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

- Large scale
- Multidisciplinary
- Real Problem solving



Senior Design Project in VIP Framework

- **VIP**
 - Long Term and Large Scale
 - Long-term goal(s)
 - Main vehicle for project progress: Weekly Team Meeting
- **Senior Design Project in VIP team**
 - A Small-Scale Achievable Academic Year Goal from the Long-term goals
 - Determined by the Senior Students in the team and the Academic Advisor
 - Main vehicle for project progress: **Weekly Team Meeting**

3 Important Things to do for team Project

- **1) Weekly Meetings (outside class)**
 - Tasks are defined, assigned, and checked toward the target
- **2) Project Note**
 - Meeting minutes
 - Recording of team activities
 - **Submission for Grading** --- end of the Fall 2018
 - Returned to teams in Spring 2018 for continued activity recording
- **3) Digital Project Folder**
 - Storage of all materials of team works and team submissions and presentations
 - Options:
 - Links to a digital storage space
 - 1 pdf file at the end of the semester
 - Checked for grading at the end of each semester



1st Task

- **First Team Meeting**
 - **When: Week of September 17 - 21**
 - **Tasks**
 - **Invitation of all team members**
 - ME seniors
 - Underclass students (Jr, Sp, and Fr)
 - Advisor (or project assistant)
 - **Select/Determine “small-scale 2018-2019 academic year goal” from the “long-term project goal” of the team**
 - **Completion of Team Contract**
- **Submission:**
 - Team contracts for all team members
 - Due: Monday 9/24/2018

Team

- Team

- A special kind of group

- Deliberately formed to commit to a purpose

- “A team is a () number of people

- with () who are

- committed to a set of performance (

-), for which they hold themselves (

- _____)” --- Katzenbach & Smith

Team



- Composed of ()
- With ()
- Committed to ()
- Holding each ()

More than just tasks

- Effective Team

Output:

–“() productivity” &
“() morale”

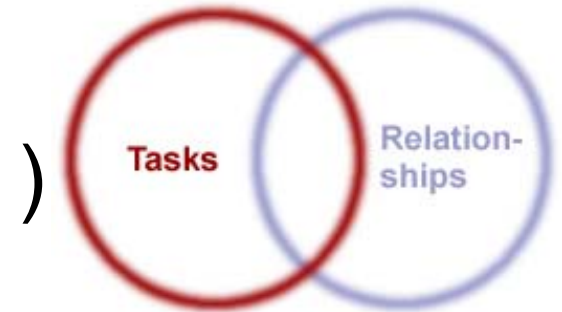
- Key to Success

–() between
() and
()



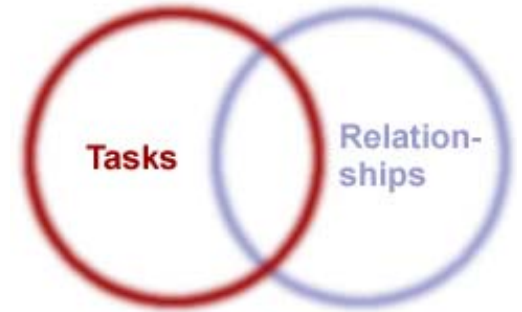
1 Tasks

- Tasks:
 - Directed toward reaching ()
 - Focus on () and decision-making
 - Elements of effective task accomplishment
 - Seeking Information
 - Sharing Information
 - Walking the talks
 - Bringing results to meetings



2 Relationship

- Relationship:
 - Building Morale through investment in () attributes of motivation, confidence, group dynamics
 - Elements of effective relationship and high team morale
 - Listening
 - Seeking agreement
 - Encouraging
 - Compromising



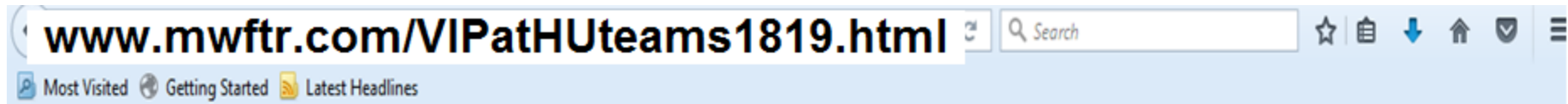
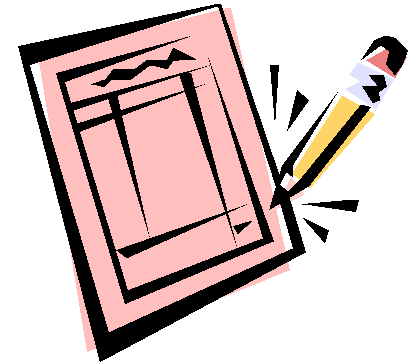
Recap: Team

- Team is
 - **Formed** by () among team members
 - **Guided** by a vision and set of common ()
 - **Functioned** by roles of members to **accomplish** ()
 - **Run** by following **agreed-upon rules and procedures**



Team Contract – Joining a team

- Goal
- Expectations
- Rules and Policies
- Commitment



Requirements for VIP Participants

Requirements	Resources
<ol style="list-style-type: none">1. Approval from Team Advisor (use Team Contract Form -- See the right column)2. Weekly Team Meeting Participation & Meeting Records3. Participation in Semester-End Team Presentation (last week of the semester)4. Submission of Survey (last week of each semester)5. Submission of 1-minute video (or audio) clip of Elevator Pitch (Last week of the semester)	<ul style="list-style-type: none">* VIP Team Contract Form (in pdf), Team Contract Form (pdf fillable), and a Sample Contract* VIP Weekly Meeting Recording Form* VIP Survey (See below) at the end of the semester* Elevator Pitch & How to Prepare for it?* VIP Presentation Tips

Team Contract: Goals and Expectations

- Goal Statement
 - Long-term Goal
 - **2018-2019 Academic Year Scope/ Goal: for senior students**
 - Clear, measurable targets that indicate progress toward the purpose (**Deliverables**)
- Expectation
 - 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 meeting absenteeism and tardiness will be handled
 - Policies for missing meeting or being late
 - 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



Team Contract Form - Sample

Submit the completed form to your team advisor and keep a copy for you.

"Sample"

Project Team Contract



For Academic Year: 2018-2019

Project Team Name	Time to Space: Converting time-domain signal to 2D image														
Project Team Advisor	Name: Dr. Charles Kim	Discipline(Major): EE	Email: ckim@howard.edu												
Project Team Graduate Assistant	Name: Derrick Anang	Discipline (Major): EE	Email: derrick.anang@bison.howard.edu												
Long Term Goal of the Project	Development an electronic device which measures time domain signals and converts to a 2D image for a scientific purpose														
The Scope and Deliverable of the Academic Year	Academic Year Scope/Goal: single signal conversion to 2D image Academic Year Deliverables: A prototype which demonstrates the said conversion														
General Rules and Policies	<p>Each team member is required to</p> <ul style="list-style-type: none"> Work proactively and keep the advisor and team members informed of things related to the project. Be honest and open during all project activities. Encourage diversity in team work. Provide the opportunity for equal participation. Be open to new approaches and new ideas. Encourage everyone to participate in solving problems. Focus on solving problems, not blaming people. Only use constructive criticism. Be present on time for <u>weekly meetings</u>. Bring assigned works completed to the meetings. Honor meeting timeframes. Present ideas clearly and concisely. Read communications (emails, meeting minutes, action items, etc.) from the team. Respond in a timely manner. Honor the team leader and follow the leader's instruction and assignment <p style="text-align: right; font-size: 2em; color: blue;">"Sample"</p>														
Team Specific Rules and Policies	<p>Stated by the advisor or graduate assistant:</p> <p>* willingness to master Android application development tools and skills</p>														
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 obligated 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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Adam Trask</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;"></td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">9/18/2018</td> </tr> <tr> <td style="font-size: 0.8em;">Name (print)</td> <td style="font-size: 0.8em; text-align: center;">Signature</td> <td style="font-size: 0.8em; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">adam.trask@eastofeden.com</td> <td style="border-bottom: 1px solid black; text-align: center;">CpE</td> <td style="border-bottom: 1px solid black; text-align: center;">Sr</td> </tr> <tr> <td style="font-size: 0.8em;">Email</td> <td style="font-size: 0.8em; text-align: center;">Major (EE, CpE, CS, ME, CV, CHEM, etc)</td> <td style="font-size: 0.8em; text-align: center;">Level (Gr, Sr, Jr, Sp, Fr)</td> </tr> </table>			Adam Trask		9/18/2018	Name (print)	Signature	Date	adam.trask@eastofeden.com	CpE	Sr	Email	Major (EE, CpE, CS, ME, CV, CHEM, etc)	Level (Gr, Sr, Jr, Sp, Fr)
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Approved by the Advisor or Graduate Assistant	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Charles Kim</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;"></td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">9/19/2018</td> </tr> <tr> <td style="font-size: 0.8em;">Approver's Name (Advisor or Graduate Assistant)</td> <td style="font-size: 0.8em; text-align: center;">Signature</td> <td style="font-size: 0.8em; text-align: center;">Date</td> </tr> </table> <p style="text-align: center; font-size: 2em; color: blue;">"Sample"</p>			Charles Kim		9/19/2018	Approver's Name (Advisor or Graduate Assistant)	Signature	Date						
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Running Effective Weekly Meetings

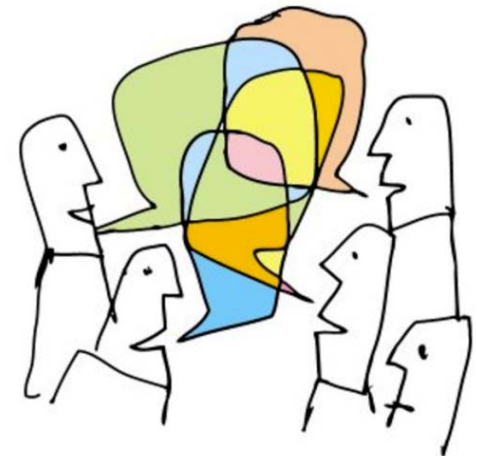
- Weekly Meeting
 - The main form of information exchange
 - Tasks to be identified and allocated
 - Status on assigned tasks reported
 - Assigned/completed tasks are discussed
- Meeting **Agendas** and **Minutes**
 - Without agenda, meeting is not productive
 - Agenda contents:
 - Purpose
 - Topics
 - Desired outcomes
 - **Meeting Minutes – Project Note**

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) and stay on track
- Close the meeting effectively
 - **Summarize** the decisions made
 - Repeat the action items for each member
 - Set the **agenda for next meeting**

Peer Evaluation – Rationale

- **What?**
 - Evaluation of each team member's strength and weakness in terms of **Tasks** and **Relationships**
- **Why ?**
 - **Teamwork & Fairness**
- **How?**
 - Each member fill out the form individually
 - Submit the form individually via **email (when required) – at the end of the semester**
 - The submitted evaluation forms and results are kept confidentially by the advisor or the instructor.
 - But will be used in grading



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 = [\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					22

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