Team Leader Training

How to manage a team
(and survive)

Team Organization

- Everyone does everything
  - specialized roles not allowed
- Text (p62) calls it “Controlled Decentralized”
  - problem solving as a group
  - team leader delegates responsibilities

Posting assignments

- Each team leader will post a weekly list of tasks and evaluation of last week’s results
- Must be posted by noon on Fridays

Team Grades

- Submit Weekly by Email on Friday
  - Starting Friday, Sep 13th
- Justify grades less than 100%
- Advice
  - Don’t Promise
  - Be harder at the beginning - it is easier to become more lenient than to become more demanding

Team Meetings

- One of the most common complaints is that meetings are not productive
- Be organized
  - have agenda for meeting
  - know due dates
  - have schedule at least till next presentation
  - set assignments

Leadership

- Multiple styles
  - find your own style
- Lead - don’t be the whole team
  - you can’t do everything yourself
- Lead - don’t follow
  - don’t let team members drive the team
- Lead - don’t drive
  - don’t be a dictator
Being a Team

◆ Every member should feel that they are contributing
◆ Every member should feel that others are contributing
◆ Every member should know for what she/he is responsible
◆ Every member should do all types of tasks

L3S5 - Group Discussion

◆ What do you (as a team member) expect from your team leader?
◆ Or, what makes a great team leader?
◆ Turn in – names and team number

Projects

◆ I will post team assignments this week
◆ Read description
◆ I will meet with each team during lab next week

Presentations

◆ Team Web page current 48 hours before
  – presentation form and CD
◆ Dress Appropriately (coat and tie)
◆ 50 minutes
  – introduce team
  – introduce project
  – present materials
  – answer questions
◆ grade sheet

Presentation Goals

◆ Experience
◆ Communication
  – what is team doing
◆ Evaluation and Direction
  – evaluate documentation and code
◆ Feedback from Professor and TA
◆ Grading is not based on correctness of ideas

Presentation Grading Sheet

◆ Each category
  – Short description of expectations
  – Points for different levels
  – Bold indicates normal
◆ Needs to be circled and turned in 24 hours before presentation with CD containing all required documentation
First Presentation

- Week of September 23-27
- Documentation - on team page and CD
  - Description of Project
    - assumptions, capabilities, limitations
  - Object Model (OMT)
    - classes, relationships, attributes
  - State Diagram
- Projector
  - postscript files, powerpoint, rose

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- Arrange to split the costs
  - Printer Fees
  - Copy Costs
- Printer fees must be paid each semester

TTYP Discussion

- Why do some people not do their share of team project?

Non-cooperation

- Talk with team member
- Make sure assignments are clear and written
- Give low weekly percentages
- Make assignments non-critical
- Request that grading is separate

Team member interviews

- Every team leader needs to interview each team member separately.
  - Get to know each other
  - Find out concerns of team members
  - Determine strengths of each team member
- Send me a report that details the meetings and includes a summary of the team's strengths and weaknesses

Be a successful team

- Communicate
- Organize
- Plan
- Succeed

- Good Luck