

Inf2-SEPP 2023-24 Teamwork Resources

Teamwork is important, but can also be challenging. This document provides resources around teamwork and tools for teamwork, which you can choose from, experiment with, and make use of throughout your entire Inf2-SEPP team project. When full online courses are mentioned, we recommend you browse them and especially make use of their topics which seem more applicable to your team.

Of course, the resources provided here are just the start. Much more can be found by just Googling! Therefore, we recommend that you also actively search for advice that can help you and your team. Whenever you find something useful, we would appreciate you sharing it with us on the dedicated 'teamwork_resources' channel on Piazza, so that we can add it to this document, and continuously expand this document for you and your colleagues.

1 General teamwork resources

- An inspiring TED talk to motivate 'teaming': "How to turn a group of strangers into a team" by Amy Edmondson
- An all-in-one series of online courses and talks on teamwork: "Improve your Teamwork Skills" LinkedIn Learning Path
- Online course: "Teamwork Foundations" by Chris Croft.
- Online course: "Teamwork Essentials: Stand Out as a Valuable Team Member" by Shade Zahrai.
- Levin, Peter. "Successful Teamwork!: for Undergraduates and Taught Postgraduates Working on Group Projects". Maidenhead: Open University Press, 2005. Print. Copies available at Moray House Library.

2 On team building

- Online course: "Icebreakers for Teams, Meetings and Groups" by Daisy Lovelace and Carolyn Goerner
- "7 icebreaker games to help your team build authentic connections", Atlassian

- "53 Ice Breaker Games [That Your Team Won't Find Cheesy]", SessionLab
- "22 Fun Icebreaker Games, Activities Ideas for Small Groups", teambuilding.com
- "18 virtual team building activities and games for 2022", Atlassian
- Gray, Dave, Sunni Brown, and James Macanuso. "Gamestorming: A playbook for innovators, rulebreakers, and changemakers." O'Reilly Media, Inc., 2010., Copies available at Edinburgh College of Art Library.

3 The DOs and DON'Ts of being a team member

- Online course: "Being an Effective Team Member" by Daisy Lovelace
- "Characteristics of really great teams", What makes a great team player and "Team behaviours to avoid" by Chris Croft

4 On communication/collaboration within the team

- Online course: "Communication within teams" by Daisy Lovelace
- Online course: "Essentials of Team Collaboration" by Dana Brownlee

5 On project management in a team (Note: project refers to any large piece of work here)

"List the tasks", "Plan the running order", "Add contingency", Crashing, "How to create a Gantt chart" and "How to monitor project progress" by Chris Croft.

6 On time management during teamwork

Online course: Time Management Tips: Teamwork by Dave Crenshaw.

7 On dealing with team conflicts

- Online course: "Having difficult conversations" by Marlene Chism
- Online course: "Managing conflicts" by Fred Kofman
- Online course: "Working with difficult people" by Chris Croft
- "Confidently navigate conflict and offer feedback" by Shade Zahrai
- "Manage conflict within teams" by Daisy Lovelace

- "Seven causes of conflict" and "What to do if you find someone annoying" by Chris Croft
- "Addressing and resolving conflict" by Daisy Lovelace and Carolyn Goerner

8 Some Free Tools for Teamwork

- For planning and brainstorming
 - Padlet
 - Miro
- For assigning and scheduling tasks
 - Microsoft Planner, accessible with the university license and also through Microsoft Teams (click "... " from under "Files" - search "Tasks by Planner and TO DO").
 - Trello
 - Jira (primarily for Agile)
 - Asana
- For collaborative editing/ file sharing
 - OneDrive, SharePoint, accessible with university license.
 - Google Docs and Google Drive
- For synchronous and asynchronous communication
 - Blackboard Collaborate
 - Microsoft Teams (also offers team management and file collaboration/sharing)
 - Zoom
 - Slack