

Inf2-SEPP 2024-25

Lab 3 (Week 8)

Teamwork Exercises 2

Work on this lab sheet at the start of the first attended lab during week 8.

1 Introduction

The purpose of this lab is to bring coursework groups together at the start of CW3. As the coursework is only due in a few weeks, the relaxed environment of a lab can encourage team members to get to know each other better, discuss their experience as a team in CW2 and how they could improve their collaboration, as well as start planning for CW3.

For the entirety of this lab (and ideally, also for subsequent labs), sit next to your coursework teammates, including any that could not make it to the lab in person by using a videoconferencing system like Microsoft Teams. It is best if your entire team is present so that nobody misses out.

As support for this lab and teamwork in general, please use the Teamwork Resources (click title for link) document.

2 Task 1: Team Building

If you have not done these tasks already for CW2, start with Tasks 1 and 2 from the Weeks 4-5 Teamwork Exercises (click title for link) document.

If you have done these tasks already, pick another team building exercise which sounds fun for the entire team from the links in the Teamwork Resources (click title for link) document.

3 Task 2: CW2 Teamwork Review

The aim of this task is to look back at CW2, discuss what went well and what could be improved, and agree on what you could change for your collaboration in CW3 so that it is more effective. Do the following in order, making sure you keep to the required time for each:

1. (2-3 min) Choose one of the team members to act as *facilitator* for the discussion in this task. They should ensure that everyone has a say, the team keeps to time for the next stages, any misunderstandings are addressed and resolved, and the discussion is kept to the point.

2. (10 min) Allow each team member to express what went well in CW2, from their point of view. After each person describes it, discuss whether the others agree or not (but keep the discussion focused on the positives for now).
3. (10 min) Allow each team member to express what could be improved (ATTENTION! Not what did not go well, so that the discussion is kept constructive). After each person has their say, discuss whether the others agree or not. The facilitator must make sure that the discussion is kept friendly and constructive.
4. (10 min) Negotiate and decide together on actions that you could each/all take to improve your collaboration. Ask for verbal commitment from each team member to take those agreed actions. If you still have your original list of DOs and DON'Ts from the previous labs, add to it as you go.

4 Task 3: Planning your CW3

Finally, take 10 minutes to decide together on a plan for CW3, using your newly acquired knowledge of each other and your strengths, but also the difficulty of the CW3 tasks and related work.

- What will each person do and by when? We recommend thinking of each person's strengths and where they would be best used. We also recommend using subteams where suitable (e.g. for more challenging tasks). Finally, short deadlines, with someone checking work done, are desirable to a deadline close to the coursework deadline.
- Each of you must commit to delivering their part by the deadline.
- Meetings: where, when, how.
- Other communication: means, frequency
- How to share work
- How to handle misunderstandings
- Any other logistical topics of interest for the team

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