

DES 350 Creative Coding

2018
Office Hours: Arranged

https://www.evl.uic.edu/datsoupi/2018_350/

Credit Hours: 4
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Team Charter

Now that all of you have become part of a team, it is time for each team to think about how you would like to manage the collaboration process. Each team will spend extensive time together, working as a unit toward the ultimate goal of delivering a successful design solution. Along the way, your team will have to engage in many different activities and produce a variety of deliverables to the client and faculty. Learning how to be an effective team member is part of your learning process. To that end, you will write a team charter that all of the team members will contribute to and agree upon.

Create a Google team tasks document (Tasks) in which you assign weekly tasks to team members and report (individually and as a team) progress the following week. This document will be graded.

Define your team communication mode:

personal meetings or tool (skype, google hangout, etc.) List it on your Team task document.

Discuss and Define minimum report schedule:

Report from each teammate (once per week)

Discuss and Define minimum meetings schedule:

Team meetings (in person or via videoconf) (once per week after the reports)

The more detailed your discussion regarding managing your team, the more clarity you will have in identifying and abstracting the core values of your team. This, in turn, will enable you to function through challenges over the course of the project. The only requirement we have is that one item **MUST** relate to the consequences of breaking those rules. I.e., you need to answer the question: How will we deal with team members who do not live up to our core values and rules set forth?

Teamwork rules

1. Conflict Resolution (e.g., non-delivery/no-show of team members).
2. Collaborative Problem Solving (collaborative group problem solving and appropriate corrective actions).
3. Communication (mode/schedule/reporting/compliance).
4. Goal Setting and Performance Management (establish specific, challenging, and accepted team goals and monitor team progression).
5. Planning and Task Coordination (coordinate and synchronize activities, information, and task interdependencies between team members).

Mode of Collaboration

A team depository will be created by instructors on Google Drive and shared with your teams. You will be asked to update all your team and individual progress using this online depository and team Task document.