

Essay #4: Teamwork

ABET Goal: An ability to function effectively on teams to accomplish a common goal

Dear student. You now have almost 10 weeks of experience working in a team in this course. We would like you to reflect and report on that experience. Note that a (small) part of this exercise requires you to assess other members of your team. This information will be kept confidential by the instructor.

- Fill out the attached **Team Self-Assessment Questionnaire** below.
- Note that there is a blank space for more questions. Imagine you are the head of a company that employees 1,000 software engineers, which typically work in teams consisting of 5 to 20 individuals. What questions would you add to this list? (You must add two to four). What would knowing the results of these questions tell you, what action could you take if the numbers report were disappointing? (We expect you to write at least 500 words).

To what extent... Please answer the following questions by placing a mark in the column that best represents your opinion.	Not at All 1	2	Some what 3	4	To a Great Extent 5
1. Did you learn a new skill or useful behavior from a teammate?					
2. Would you be willing to work with the same team on a new project?					
3. Where the roles and responsibilities of team members clearly defined?					
4. Did your all team members (including yourself) contribute their fair share of the work?					
5. Was there conflict or disagreement between team members?					
6. Was conflict or disagreement between team members handled fairly to everyone's satisfaction?					
7. Did the team members feel free to express their opinions honestly and openly to each other?					
8. Did you find working in a team more enjoyable than working alone?					
9.					
10.					
11.					
12.					

When a group of people work together, there are at least four ways they could work: 1) **Sequential segmentation:** *I work on it for a while, then pass it along to you...* **Parallel segmentation:** *We break it up and everyone does a piece...* **Natural selection:** *We each carry it out and then choose the best result, or we choose the best person and let them do it...* **Collaboration:** *We interact closely during the task.*

- Write a short essay (500 words) in which you describe your experience working in team, the bullet-points below can be used to brainstorm a topic(s) for your essay.
 - Your teams collaboration method, was it one of the above methods, or something new?
 - Give an example of a situation (different team size, different locations of team members, different skills/age/time commitments, different type of product etc) in which you think a different collaboration method might work better, why?
 - Consider the amount of work perform by your team. Did each team member “pull their weight”? If not, how do you think you could fix this for future group projects.
 - Lessons learned, what would you do differently?
 - People have been collaborating for centuries. The widespread availability of the telephone (in the 1950s) made collaboration a lot easier. What tools, devices, software or technologies made your collaboration easier?

Hand In: Filled out questionnaire, short essay on the additional questions you would ask, short essay on your experiences working in a team on this project.

Due Date: March 16 at 11:59pm

	Poor-1	2	3	Excellent-4
Contribution to the team project/work	Does not collect any relevant information; no useful suggestions to address team's needs;	Collects information when prodded; tries to offer some ideas, but not well developed, and not clearly expressed, to meet team's needs;	Collects basic, useful information related to the project; occasionally offers useful ideas to meet the team's needs;	Collects and presents to the team a great deal of relevant information; offers well-developed and clearly expressed ideas directly related to the group's purpose.
Taking responsibility	Does not perform assigned tasks; often misses meetings and, when present, does not have anything constructive to say; relies on others to do the work;	Performs assigned tasks but needs many reminders; attends meetings regularly but generally does not say anything constructive; sometimes expects others to do his/her work;	Performs all assigned tasks; attends meetings regularly and usually participates effectively; generally reliable;	Performs all tasks very effectively; attends all meetings and participates enthusiastically; very reliable.
Valuing other team members	Often argues with team mates; doesn't let anyone else talk; occasional personal attacks and "put-downs"; wants to have things done his way and does not listen to alternate approaches;	Usually does much of the talking; does not pay much attention when others talk, and often assumes their ideas will not work; no personal attacks and put-downs but sometimes patronizing; when others get through to him, works reasonably well with them;	Generally listens to others' points of view; always uses appropriate and respectful language; tries to make a definite effort to understand others' ideas;	Always listens to others and their ideas; helps them develop their ideas while giving them full credit; always helps the team reach a fair decision.