

Engin 103
February 3, 2009

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Brainstorming: helps generate and filter ideas for a new project.

A Brainstorming Example: Leadership skills

Phase 1

Team leader: please copy this entire file into a Word file, then use Save As/ Web page (*.htm,*.html) to save it as 'brainstorming.html' (you should include the extension '.html'!) into a flash drive or a temporary folder in the hard drive. After having your team discuss the question below, record the answer into the appropriate row. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team.

What is one skill that you can develop to be a good team leader?

Team #	Skill
1	Good management
2	Good Communication
3	Organization
4	communication
5	Organization
6	Organization
7	Patience
8	React to new problems
9	Direction/Organization
10	Knowing the strengths and weaknesses of each group member

Phase 2

Team leader: please update the file you uploaded in the previous Phase. After having your team discuss the question below, record the answer into the appropriate row in this table. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

What is one new skill that has not been entered in the previous Phase?

1	Helpfulness
2	dependability
3	Responsibility
4	Responsibility
5	Collaboration

<u>6</u>	Detail Oriented
<u>7</u>	General maturity
<u>8</u>	Take responsibilities
<u>9</u>	Public speaking
<u>10</u>	Be able to organize the group as a whole

Phase 3

Team leader: please update the file you uploaded in the previous Phase. After working with your team to eliminate repeated skills and to group related skills, record the different groups into different rows in the table below. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

Sorting: eliminating repeated skills and grouping related skills together

Good management/ Direction/ Organization
Good Communication/ Public speaking / Collaboration
Detail Oriented
Patience
React to new problems
General maturity
Helpfulness/ Dependability/ Responsibility

Phase 4

Team leader: please update the file you uploaded in the previous Phase. After working with your team to define 5 distinctive categories and place previous-phase groups into these categories, record the 5 categories into different rows in the table below. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

Further sorting: defining five distinctive categories and place previous-phase groups into these categories

Management: direction, organization
Communication: public speaking, collaboration
Personal character: patience, maturity, detail oriented,
Trust: Helpfulness/ Dependability/ Responsibility
Experience: react to new problems

Phase 5

Team leader: please update the file you uploaded in the previous Phase. After

having your team discuss the question below, record the answer into the appropriate row in this table. Save and close the file, then upload it onto the 'files' folder in the server via <ftp://www.students.umb.edu> using the login information provided for your team. If the *ftp* window is still open, you just need to drag and drop your 'brainstorming.html' file into that window.

What of the previous-phase categories is the most important?

<u>1</u>	Management: Organization/ Direction
<u>2</u>	Communication, trust
<u>3</u>	Management
<u>4</u>	Management
<u>5</u>	Trust: dependability/ responsibility/ helpfulness
<u>6</u>	Management
<u>7</u>	?
<u>8</u>	Communication
<u>9</u>	?
<u>10</u>	?

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Teamwork -Case Study #1

Engin 103 **team 12** consists of 4 members: A, B, C, D. During Project 0 A acted as the team's leader, he sent out an email regarding the project, only B replied so he thought C and D are not interested in participating, he scheduled meetings with B and they both completed part I of Project 0. During Part I presentations, A and B performed the PowerPoint presentation, while C and D did not participate since they felt they did not contribute to the project being presented.

C and D wanted to change the team, they said they felt left out, were not given a chance to participate in the project. The instructor encouraged the members to try to work together and give it a second chance. In Project 1 member C tried to be more responsive to the team leader, B, and participated as much as possible in the team meetings. At one point D was told to build a part, which will be connected to the team device, for Project 1 presentation. D asked if the team could finish their part then give it to him, he will build his part and connect to the whole system. He asked to have it by 1pm on a Wednesday before the presentation. The team did not think they could have it by that time, also they thought D did not need their part to complete his part, they never communicated their decision back to D. D traveled to the meeting place and waited for an hour on Wednesday afternoon to get the team system, nobody showed up. B, A, C completed the project on their own the night before the presentation, and gave D a poor grade for his participation.

The team improved slightly when C became the leader. However when Project 2 was completed, A, B, C wanted to change the team, they were afraid D would "revenge" by giving them a poor performance grade when he will be the leader for Project 3. D

maintained he will promote participation after a meeting with the instructor. Five minutes before the presentation, A and B were still skeptical on D's promises, and since he did not show up yet, they were afraid their grades will be affected because D will not deliver as 'he did not in the previous projects', they thought. However D showed up on time and delivered the presentation using inputs from all members of the team.

Team leaders: Take a look at the Elements of Teamwork Checklist below, discuss with your team to select which **one** element would have helped **Team 12** the most, type in the corresponding box below, save the file as "teamwork1.html", then upload it to the team's "files" folder in the server via <ftp://www.student.umb.edu>

Team #	Case Study #1 Teamwork element
<u>1</u>	COMMUNICATION
<u>2</u>	communication
<u>3</u>	Communication
<u>4</u>	?
<u>5</u>	Communication
<u>6</u>	COMMITMENT
<u>7</u>	Communication
<u>8</u>	Better persistence in communication
<u>9</u>	Participation
<u>10</u>	Participation

2-way communication is very important

Teamwork -Case Study #2

Engin 103 team 13 consists of 3 members: A, B, and C. The team met and worked on Project 0, everyone did a little bit on their part. When the presentation is due, the member who has the PowerPoint presentation is missing.

Team leaders: Take a look at the Elements of Teamwork Checklist below, discuss with your team to select which **one** element would have helped **Team 13** the most, type in the corresponding box below, save the file, then upload it to the team's "files" folder in the server via <ftp://www.student.umb.edu>

Team #	Case Study #2 Teamwork element
<u>1</u>	PARTICIPATION
<u>2</u>	trust
<u>3</u>	Commitment
<u>4</u>	?
<u>5</u>	Commitment
<u>6</u>	COMMUNICATION
<u>7</u>	Leadership
<u>8</u>	PARTICIPATION
<u>9</u>	Commitment
<u>10</u>	Communication

Organization and Procedure: have a plan B, everyone needs to know 'what... if...'

Elements of Teamwork Checklist

By Joanne Fortuin, Northern Alberta Institute of Technology, Alberta, Canada

COMMUNICATION

- ✚ Excellent: Free, open expression of ideas and feelings at the right times with no fear of embarrassment or reprisal.
- ✚ Poor: Stifled, close to the vest, guarded. Lets the other person start the communication.

PARTICIPATION

- ✚ Excellent: Full Contribution, reaches out to lend a hand, readily available.
- ✚ Poor: Lack of initiative to help the other person? not around when needed, begrudging contribution.

GIVE AND TAKE

- ✚ Excellent: Open to compromise, flexible? Recognition that it is sometimes better to give in than be "right".
- ✚ Poor: Stubbornly dug in on own viewpoint, uncompromising, always right, never wrong.

LEADERSHIP

- ✚ Excellent: Promotes team actions and decisions, recognizes he/she needs the team, and lets each member know where they stand. Team members support his/her suggestions.
- ✚ Poor: No leadership initiated. Reacts rather than acts. Poor or reluctant support of ideas.

ORGANIZATION

- ✚ Excellent: Knows their responsibilities. Provides structure to accomplish team goals.
- ✚ Poor: Unclear of responsibilities or doesn't care about responsibilities.

PREPARATION

- ✚ Excellent: Did their homework. Research was thorough, especially as it affects other team members.
- ✚ Poor: Team progress was held up because of participant's lack of preparation. Consistently dropped the ball.

PROCEDURE

- ✚ Excellent: Lives by the ground rules and procedures. Functions smoothly, works with the team.
- ✚ Poor: Absence of order, operates on their own rules, progresses from crisis to crisis.

CAPABILITY

- ✚ Excellent: Members have confidence in participant and can rely on performance.
- ✚ Poor: Mediocre "Class C" player not interested in becoming "Class A".

COMMITMENT

- ✚ Excellent: Participant rallies to the goals. Goals clearly defined in his/her mind.
- ✚ Poor: Lack of awareness of, or resistance to, team goals.

PROGRESS

- ✚ Excellent: An attitude of action and momentum, makes suggestions of steps forward.
- ✚ Poor: Dead in the water ? "Everything is a drag" attitude.

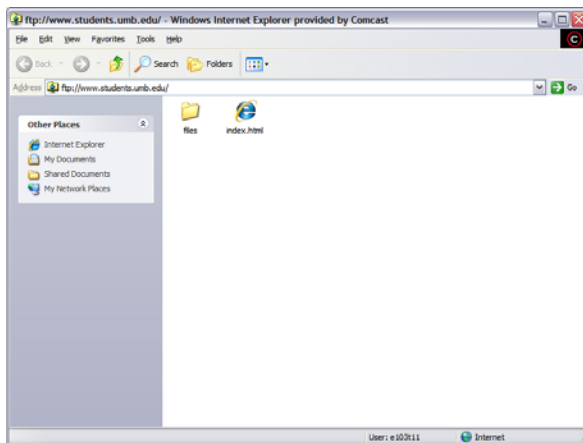
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Team Web Page

Instructions on e-syllabus. Additional instructions in the last meeting notes.

For help with the team webpages, please come to the TA office hours, talk to him after class, or send him an email. All students will need to upload files onto the server at some point, either the team web page on a project you are leading or your individual assignment in electronic format for credit.

5) Creating and uploading the team homepage: Use Word to create the team home page, then do Save as a Webpage (*.htm, *.html) using this exact name “index.html” (all letters in lower case, include the extension ‘.html’!). If there is a folder named “index_files” in the flash/hard drive where you saved your “index.html file”, you will need to upload that folder along with the file.



There is an example of a team home page in the instructions for the Team Web master in the e-syllabus. You should also follow the instructions in there to create a link to the Project page. The project page will be named “project0.html” or “project1.html”, etc. You will need to upload the “project0_files”, or “project1_files” folder to the “files” folder in the server along with the project page, if you see them.

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[LOGBOOK: example of a logbook page](#)

-Use a quadrille notebook; number all pages; date all entries
-Write your notes for all activities, thoughts, problems and solutions, and learning conclusions related to Engin 103. You should write down progress, outcomes, and conclusions on projects and teamwork; conclusions from class work (including LabVIEW) and homework.
-In addition you should answer in the logbook all questions listed in these notes in blue, as shown below:

3) Which of the five categories of leadership skills summarized in Phase #4 of the brainstorming process we did in the previous class is the most important (look at the class notes for the previous class)? Explain your position in your own words

4) Explain what leadership skill would have helped team 12 and team 13 in the Case Study #1 and #2 above, support your claim by referring to specific circumstances in the Case Studies.

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