

Team Policies for CIS 4327 – Senior Project 1 Fall 2004

Team Size. Approximately five.

Team Formation.

Students should get together asap and submit on class two a single person with whom they would like to work – only one person. During class two, these names will be collected. Students do not have to participate in this exercise if they do not wish.

The remaining students from each class will be selected by instructor decisions to fill the remaining three (or, perhaps, all five) positions of the team.

Swapping may occur **ONLY** if both members agree. This must be done within one week of initial team assignment and only with my permission.

Team Project Selection.

Teams are responsible for suggesting their own projects to me. Prior approval of the project must be obtained before starting to work on it. There will be no project duplication.

Team Peer Review

While in theory, all team members should receive the same grade on the project, this is not always the case. Too often, one (or more) team members is not a team player and misses established meetings, fails to participate in internal reviews, does not provide deliverables to the team members when scheduled, etc. Equally bad is the team member who wishes to take control and develop the project on his/her own attempting to 'outdistance' the other members of the team.

To address this problem, every 'deliverable' will be accompanied by an emailed Self and Peer Review form found on my web site. Each member of each team will provide an appraisal of how well they feel they themselves are doing as well as an appraisal of how they feel everyone else on the team is doing. I will evaluate these appraisals and take action if needed. Typical action might include calling someone into my office and informing him/her that their team has 'problems' with their commitment or contribution to the project. This is a serious problem, but a very realistic one. But it is one that must be addressed. I will attempt to take the burden off of the individual team members in this manner. Continued problems could result in dismissal from a team and hence an unsatisfactory course grade.

Team Leader.

The team leader should be elected by the group, and this should be communicated to me as soon as possible along with email addresses of the leader and a telephone number. Should I need to talk with the team, I will contact the team leader first. While any student may contact me at any time, a structured approach is recommended. The team leader will be my primary point of contact. Should the team wish to meet with me (which will occur often), then the team member should represent the group and propose a time/place to me. Select this person carefully for his/her leadership and organizational abilities.

Software Development Audit (SDA)

The team leader is to prepare a “howgoesit” that is emailed directly to me weekly, unless directed otherwise. This ‘software development audit’ should include time/dates/durations of meetings, who attended, exceptions made, what was accomplished, what was not, goals for the next meeting. Each item that is addressed should be preceded with a color indicator: green – meaning everything is okay; proceeding on schedule; yellow – meaning caution; watch this closely, a potential problem area; red – meaning very serious problem needing instructor intervention. Recommend coordinating this audit with team members before forwarding it to me.

The HowGoesIt is required of the team leader.