

What kind of Team will you be?

Size: 3 or 4 students
Description: One Project
Faculty Advisor
Industrial Consultant
Team Coordinator
CI Writing Instructor

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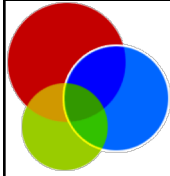


Project Management: 15% of your grade
(aka “Teambuilding”)

Graded Assignments:

- Agendas
- Weekly Progress Report
 - Section 4 How is the team doing?
- Activity Lists for Project
- Mission Statement
- Ground Rules
- Team Leader Transition Meeting
- Entrance and Exit Conference participation

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Collaboration Toolbox
Homework Assignments
Website URLs

Class website: <https://stellar.mit.edu/S/course/10/sp19/10.26/>
Collaboration Toolbox: <http://etbox.mit.edu/> (accessible vis Class website)

Reading Assignment: **Modules 2-6**
Due: **Feb 12 at 1pm**
Tip: **After downloading document you can type in page numbers to read different topics**

Material for February 12th Lecture: **Download Entrance Conference Booklet or bring hard copy to lecture to fill out**

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Collaboration Toolbox
Entrance Conference

Entrance Conferences times available: **February 14 February 21**
Duration: **One Hour**
Times will be posted: **ca. February 7**
Discussion: **TA availability to attend conference
Team members availability**

Will discuss during the lecture on February 12

Pick one time on Doodle poll (look for it in your *mit.edu* inbox Wed night)

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Collaboration Toolbox Team Correspondence

Project Management (PM) Coordinator:

Alethia Mariotta, e-mail: mariotta@mit.edu

PM TA: Jinming (Billy) Wang e-mail: billyw@mit.edu

When emailing, in subject line and in subject line of documents to be downloaded:

Last name-team#-your e-mail subject-date or sequential number

Do not use slashes in subject lines for date in e-mails or documents to download.

Times e-mail will be checked: 7:30 am; 11:00 am; 4:30 pm; 8:00 pm and 11:00 pm

Email weekly progress reports (including Section 4, activity lists, and agendas) to team email address (1026-tz@mit.edu) at least 24 hrs before scheduled weekly Faculty Meeting.

Reports PM will read: [Weekly Progress Reports, section 4 and Activity Lists](#)
[Agendas](#)

[Minutes \(optional\)](#)

Reports Format: [Word or Powerpoint Document](#)
[If using PDF, upload both](#)

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Collaboration Toolbox What is a Team?

Discuss as a Team:

“What is a Team?”

Write down Four Characteristics of a Team

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Collaboration Toolbox
What is a Team?
Definition

- Shared Leadership Roles
- Individual and Mutual Accountability
- Delivery of a Specific Team Purpose
- Collective Work Product
- Encouragement of Open Ended Discussions
- Specific Problem Solving Meetings
- Performance Directly Assessed by Collective Work Product
- Discussions and Decisions about Problem Solving
- Members utilize Complimentary Skills Coordinating Synergy by Maximizing Strengths and Minimizing Weaknesses
- Members provide Acknowledgement and Support for Personal Expectations
- Collaborating and Doing the Real Work Together

(Katzenbach, J. R. & Smith, D.K., 1993)



Collaboration Toolbox
Check List for Week One

Activity

Time or Due Date

- Download Entrance Conference Team Booklet for Lecture on Tues, February 12
 - Read Manual, Module 2-6 Read before Feb 12: 1:00 PM
 - Team Formation Lecture (66-168) Feb 12: 1:00 – 3:00 PM
Everyone must attend
 - Sign up for Team Entrance Conference by Sat Feb 9th; 10 PM
 - Rotation Schedule (accessed through teambuilding website Announcements)
 - Entrance Conference Team Booklet by Sat Feb 9th; 10 PM
- Ground Rules, Mission Statement,
 Strengths and Weaknesses, Expectations
- Night before entrance conference upload to Gradebook. See Entrance Conference Announcement for further Instructions

See also Course Manual, Section 2.5 “Project Management Assignments”