Team Selection Memorandum

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1   Overview

In this class you will work in small **groups of 2** for all the courseworks. This memo outlines the group selection process, the expectations on the groups, and some hints on how to run an effective team.

2   Group Selection

Students are strongly encouraged to form their own teams of compatible people. A team should consist of two people. The team selection process works as follows:

1. Attempt to form a team yourself: e.g. ask a friend or ask someone you share a tutorial group with. If you succeed, one of the team should email the course organiser with subject **Inf2c-se team** and the name and UUN of each team member in the email body.

2. If you are on your own and are seeking a partner, please send an email to the course organiser with subject **Inf2c-se seeking partner** and in the body your name, your UUN, and your letter grades on the Inf1 courses. If you didn't take the Inf1 courses, e.g. you are a visiting student or entering Year 2 directly, please give some indication of your programming ability. The course organiser will then do his best to match you up with someone else who is also seeking a partner and is of comparable ability, especially as regards their OO programming ability.

3. If you prefer to work by yourself, then please still email the course organiser with subject **Inf2c-se working solo** and your UUN and name in the email body. Please note that the coursework load will not be reduced if you choose to work on your own.

3   Division of Labour

While it is to be expected that some members of your group will be better writers, some better programmers, and so on, you are not to divide the labor on these grounds alone. This class is to be a learning experience, and each of you should get a substantial amount of practice in all of these areas, not just the ones you are already good at.

4 Problems in the Team

Your team is almost certain to have some problems. For example, your team member may not pull their load, might not be as prepared as you, or simply does not want to work on the assignments. In this case, do not come running to course organiser for help to start. You are working in a team and you are responsible for resolving the problems. Naturally, if the problems are severe, feel free to come and see him. Just do not expect him to be able to solve the problems for you—switching team members will only be allowed in the most severe of circumstances. From experience, not knowing what the expectations are is the most common problem in teams. One team member may think she/he is pulling her/his load, but the other member may be thinking that this person "never does things right". By keeping all expectations explicit through the action items on meeting minutes, you can avoid a lot of problems. Should the problems be severe, you are encouraged to contact the course organiser and he will attempt to resolve the situation.

5 Expected Workload

This course may be a lot of work. The courseworks may not seem that tough when you start out, but you will discover that all the reading and producing documents and models can be a difficult and time-consuming task.