

Team Selection Memorandum

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1 Overview

In this class you will work in small **groups of 2**. All homework assignments will be group assignments. 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

The class will be divided into groups of people. Students are strongly encouraged to form their own teams of compatible people. A team should consist of two people. If you cannot find a team to work with, try to find one at the tutorial group that you are a part of. You can ask your tutor to help, if need be. The team selection process works as follows:

1. Attempt to find a team to work with. If you find a friend, email your TA with the information requested below and you have a team.
2. If you are on your own, please email your TA. We will assign you to a team unless you are keen on working by yourself. If you do not wish to be part of any team, then you will still need to email the TA expressing your preference. Please note that the coursework load will not be reduced if you choose to work on your own.

Information needed in the email: In the email to your TA we want to see – name and UUN of each team member. The subject of the email should be **Inf2c-SE Team**.

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 the TAs or the Lecturer for help. 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 us. Just do not expect us 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 (1) give your TA an anonymous complaint and if the TA cannot resolve the situation (2) provide the Lecturer with a similar note and she will attempt to resolve the situation.

5 Expected Workload

This course may be a lot of work. The homeworks 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.

6 Due Date for Team Selection

Tuesday, 23rd September Only send one email per group. This way, we avoid duplication.