G52GRP 2012–2013: Lecture 2
Work Organisation and Assessment

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This Lecture

- Some notes on team working
  (Partly based on slides by Prof. Dave Elliman)

- Group meetings

- Software Development Methodology

- Assessment

Groups

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- If you are *not* in a group, but think you should be, let me know *urgently*.

- If you have tried but failed to get in touch with some member(s) of your group, let me know *urgently*.

Team Working (1)

Teams can be fun!

Team Working (2)

But sometimes they don't work well . . .

- Inadequate organisation
- Low commitment
- Apathy
- Conflicts

Characteristics of teams that work

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- Mutual respect and valuing

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- Idea generator

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- Completer-finisher

Formal Roles (1)

Every group should elect a *Group Leader*:

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- Overall planning and coordination.

- Motivator

- Arbiter

- Main point of contact

Formal Roles (2)

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Other useful roles:

- UI Designer

- Open Day Producer

- . . .

Formal Roles (3)

Editor responsibilities:

- Document structure

- Layout (creates templates)

- Structure of writing process (e.g. draft deadlines, organisisation of proof reading)

- Integration of contributions

Formal Roles (4)

Technical Lead responsibilities:

- System architect
- Identify key technical choices, pros and cons
- Lead programmer (as projects not too large)

Formal Roles (5)

Quality Assurance Lead responsibilities:

- Making sure requirements are testable.

- Planning for quality assurance, in particular testing.

- Writing test cases.

- Automation of testing, in particular regression testing

Formal Roles (6)

Repository master responsibilities:

- Overall responsibility for managing project site and repository

- Training everyone in how to use the site and associated tools

- Project website deadline. 2 Nov.

Formal Roles (7)

Note:

- Not all roles relevant all the time.

- Roles can be shared/further subdivided.

- One person can have more than one role.

- Role owners should not be expected to do all work associated with role. Rather, think "organiser".

- Role owners not exempt from helping out with other aspects!

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Everyone should pull their weight all the time!

Some tips

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- Attempt to handle conflicts within group, but ultimately, don't be afraid to ask supervisor or module convener for help.

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- A student's perspective here:
  http://www.webcitation.org/66Tn1A07Q

Group Meetings

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  - Compulsory!
    If you cannot make it, apologies to the meeting chair well in advance.

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Purpose: coordination and getting some real work done.

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- Organisational matters:
  - electing group leader
  - division of work
  - developing time plans
  - developing work procedures

Informal Group Meetings (2)

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- *Prepare for the formal meetings.*

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Of course, a lot of work needs to be done outside meetings, individually or in small subgroups; e.g.:

- Background research

- Detailed design

- Writing design documents and reports

- Coding

- Testing & Debugging

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Remember: If you don't put in on average 9 h/week, you are not working hard enough! (Coffee-breaks not included. :-)

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- Discuss problems.

Chairperson and Secretary

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- The Chair *organises* and *leads* the meeting.

- The Secretary *records* what happened and what was decided during the meeting in the *minutes*.

The Chairperson

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- Ensures that the meeting remains focused.

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- The minutes should be *archived*: using the facilities for sharing documentation through the project site is a good idea.

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- All action points.

- Date, time, place, Chair, and Secretary of the next meeting.

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  - ensure that tasks are not forgotten
  - make it easy to ensure an evenly distributed workload.

Example of Action Points

- *John:* Find a good Visual Basic Book
  Done by: 11 Nov (next group meeting)

- *Mark and Sarah:* Fix the "sorting bug"
  Done by: 8 Nov (urgent)

- *All:* Finish interim report chapter drafts
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It can be helpful to clearly identify particularly urgent action points to help ensure they get priority.

Structure of the Formal Meetings (1)

Typical agenda:

1. Opening of the meeting
2. Apologies
3. Review of progress since last meeting.
4. $\ldots$

$\ldots$ $\ldots$

$n - 2.$ Any other matters

$n - 1.$ Next meeting: Date, Chair, and Secretary

$n.$ Closing of the meeting

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- Be sure to review all new action points towards the end of meeting to ensure everyone knows and understands what their tasks are.

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- The log is very useful
    - to organise your own work
    - in group meetings
    - when writing the individual reports

Software Development Methodology

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- Be sure to use *prototyping*!

Why prototype?

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  Prototyping can help with these!

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- Prototyping gives insights regarding how to best structure the implementation: *helps large-scale software development.*

- A prototype is something concrete that everyone can try out and have opinions on: *ensures everyone is on the same page and pulls in the same direction.*

Assessment (1)

Collective Group Mark:

Task	Marks [%]
Group Project Site	5
Interim Group Report	15
Final Group Report	30
Software	20
Open Day	15
Presentation Day	15

Assessment (2)

Peer assessment used to distribute the Collective Group Mark amongst the members, yielding *Individual Mark for Group Work*.

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Overall Individual Mark:

Task	Marks [%]
Individual Mark for Group Work	80
Individual Report	20

Peer Assessment

Each group member evaluates all other group members along a number of dimensions:

- Research and Information gathering

- Creative input

- Co-operation within group

- Communication within group

- Concrete contribution

- Attendance at meetings

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Completely confidential and vetted by supervisor!

Peer Assessment Form

	None	Lacking	Adequate	Good	Excellent
Research & information gathering					
Creative input					
Co-operation within group					
Communication within group					
Concrete contribution					
Attendance at meetings					

Justification of assigned ratings:

Concrete contribution: Quality and quantity of concrete contribution to *group deliverables*: writing, coding, testing, open day display, preparations for presentations, etc.

How to Interpret the Form? (1)

- ***Adequate*** signifies having performed as well as can be expected. For example, a member who:
  - carried out a fair share of the work
  - were reasonable, approachable, friendly
  - attended most meetings, mostly on-time, absent only with good cause.

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- ***Lacking*** and ***None*** signify performance below and much below this level, respectively.

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- It would be *unusual* for a peer of yours to be excellent in all respects.

- It would be *very unusual* for all of your peers to be excellent in all respects.

How to Interpret the Form? (3)

Assesment of a typical group mate:

	None	Lacking	Adequate	Good	Excellent
Research & information gathering			x		
Creative input		x			
Co-operation within group			x		
Communication within group					x
Concrete contribution			x		
Attendance at meetings				x	

Justification of assigned ratings:

John generally pulled his weight throughout the project, delivering his fair share of work to a good standard in a timely way. However, he did take a bit of a backseat in the design discussions. On the other hand, he later greatly facilitated communication within the group. He missed a few meetings, but always with good cause.

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- Have these discussions early!

Effect of Peer Assessment: Example

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- Assume Collective Group Mark is *58*, Emma got much better peer assessment than anyone else, Paul much lower, others broadly similar.

- Would yield Individual Marks for GW like:
  - Anna: 60
  - Emma: 71
  - Adam: 61
  - John: 58
  - Paul: 40

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- Assume Collective Group Mark is *58*, Emma got much better peer assessment than anyone else, Paul much lower, others broadly similar.

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- Note: *Average* of individual marks = *58*.