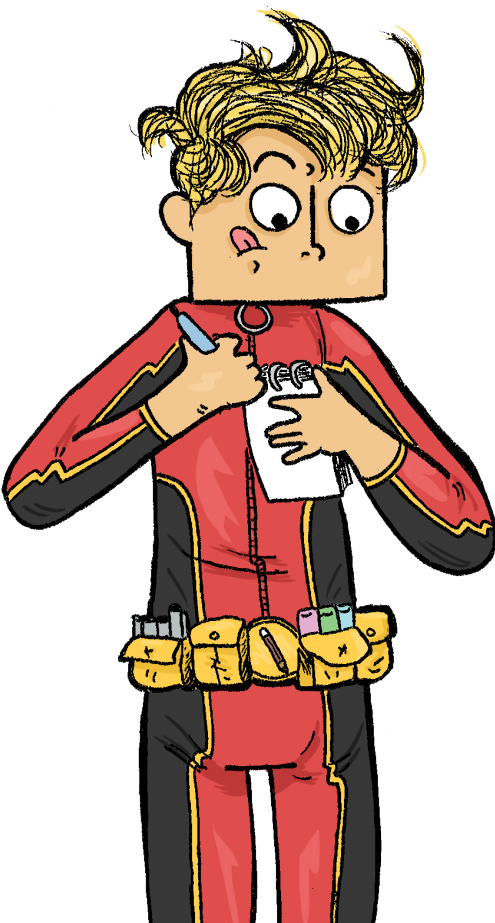
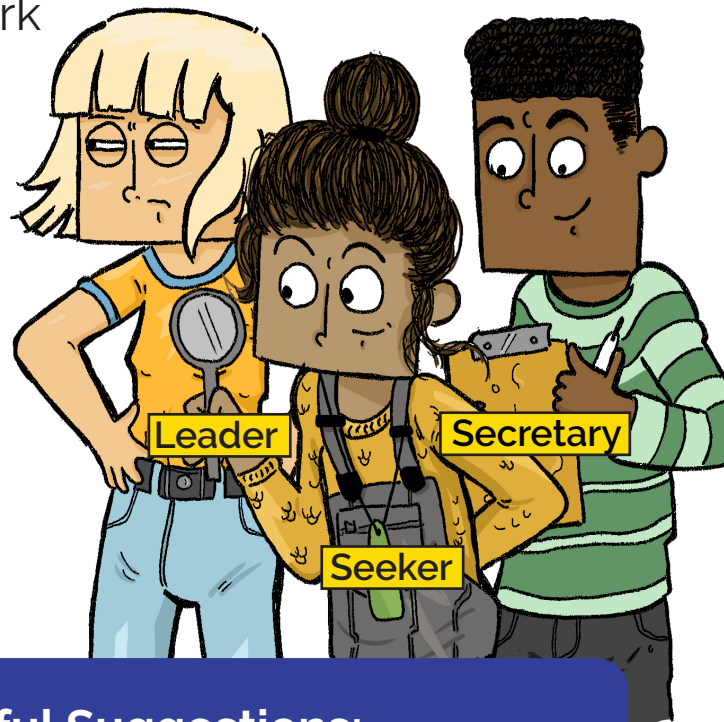


# Working as a Team

Whether you're forming a league of avenging superheroes, surviving a zombie apocalypse, having an impromptu dance battle, or starting your own App in a garage, teamwork is an important key to success.

To ensure that all team members contribute equally it's a good idea to establish from the start how your team will work together.

There will be difficulties and it's how your team copes that is going to determine how well you succeed in your challenge.



## Helpful Suggestions:

- Look carefully at the **Project Requirements** (Fo6).
- You'll see that it's the process (what you do), which **strengthens** the outcome of your solution.
- Generally the smaller the team the easier it is to co-ordinate.
- No more than **four members** in your team.
- What's needed for any team is a **leader** to chair meetings and co-ordinate the team, and a **secretary** to make sure the blog and meeting records are kept accurately.
- **Other roles** in the team will depend on the project, but its best to ensure everyone has a role and responsibilities of their own.
- **If there are any serious concerns that you cannot resolve, discuss these with your teacher as soon as possible.**

## Team Member Responsibilities

Spreading out the responsibilities will make the project run more efficiently and producing better results. Team members should share responsibility for each of the following tasks:

### Updating the blog

As part of the challenge you need to keep a blog of your activities and decisions. Collate each team member's contribution to the blog and make it available for reference at every team meeting.

### Meetings

Ensure that regular meetings are held. Lead discussion during each meeting. Keep a record of team meetings, including the decisions your team has made such as the aim of your project, need or opportunity you are trying to solve and how you get around any challenges that arise. Arrange meetings with the team's teacher or mentor as required.

### Regular meetings are necessary

They provide an opportunity for members to share their ideas, raise any potential problems and to review the completed tasks and progress towards "milestones" and other tasks.

### Exploring Ideas

Coordinate the background research and be responsible for compiling the results and completing and submitting the project plan before the deadline.

### Carry out the plan – Project management

Keep team members to the timeline. Ensure tasks are allocated fairly, and that team members have the necessary resources they need to complete their tasks.

### Compiling the report

Allocate the report writing tasks and collate the material. Ensure that all the report writing criteria are met and the report is submitted on time.

## Accountability

Every team member should be responsible for ensuring that the team completes each key step of the project.

*Accountability is a very important factor when working as a team.*