

Level 5 Group Project

Some will love it.

Some will hate it

But you must all do it.

Very few jobs are solo, normally you are part of a team.
Team work is vital.

"A team is only as good as it's weakest member"
'No I in team'

Accrediting body requires group project work.

Planning is key - understand the deadlines
- what, when, who & how

Team Meeting - set it in your timetable
- meet every week as a team
- meet with your supervisor every week
- keep minutes

Meeting Minutes - Date
- Who is there
- Work completed since last meeting
- Issues arising
- Jobs for coming week
- Measurable aims for next meeting
- Date of next meeting
- Signatures of those present

Meeting minutes can be used to keep Gantt Charts up-to-date and go in the report appendix

Decide on team roles but be flexible if needed.

Individual marks awarded rather than an overall group mark

- therefore everyone needs to put effort in

Working in a team can be difficult - key is communication

- Talk to each other
- Facebook group
- Whats app group

- Staying in contact is vital

- Why not set aside a 'project session' every week on your timetable and meet in a computer lab to spend time working together on the project.

All members of the group will have to do some of the report writing

- To help with the final assembly of the report why not create a report template that you can all use with formatting already set.

School of Engineering Homepage on Moodle

- School of Engineering Technical Report Guide
- UWTSD Referencing Guide - Harvard.

Use a dropbox or shared 'One Drive' so you can share documents more easily

Needs to be submitted before Easter Holidays

- Approximately 22 teaching weeks

Computer labs in Cadogan are all being updated with new computers.

Remember to - record all source references as you find them

- record all url's & accessed dates

do this for all information, data & images etc.

Important notes

Read the assignment briefs

Meet regularly as a team & with your supervisor

Work on the project needs to be on-going

Support each other

Communicate

Week beginning 6th November Project Week

- will include more detailed research session with S Scoubling

- Any workshop based task will probably take longer than you estimate
- Talk to the technicians (they are a wealth of information)
- They will help/advise if they can.