

TEAMWORK GUIDELINES

The purpose of the team practice meeting is to learn to share your ideas and collaborate to create a solution to a specified practice problem (and any others that you find interesting and can fit within the meeting time frame). You may not take more than 60 minutes (aim for at least 45), so be prepared.

Things to decide before the first meeting (you might update these decisions later, but don't spend much time debating this):

1. Establish the time for your weekly virtual meeting.
2. Decide when each member should submit their draft solution to the group (your individual draft solutions are part of the graded content and must serve as a starting point to your meeting discussion).
3. Decide ahead of time how you are going to work: which programming and document sharing environment are you going to use (see the Tools section below for recommendations)
4. How are you going to take turns leading meetings and submitting the solutions and the video.

Your individual responsibilities before the team meeting

1. Prepare for the meeting by drafting your solution (including analysis of input, output, program data, algorithm, a few test cases and a draft program). Submit it to the group before or at the time of the meeting in a clearly marked file that identifies you by name.

TOOLS

Shared storage:

- **OneDrive** – each Bentley student has access to cloud storage on OneDrive (see <https://www.bentley.edu/offices/onedrive>). OneDrive folders can be shared between the team members. If you're planning on using OneDrive, I highly recommend you set up its desktop application. Then, you can have your shared Eclipse workspace on OneDrive. Note, however, that Eclipse allows only one person to open Eclipse with the workspace at a time.
- **Google Drive, Dropbox** –are alternatives to OneDrive, but are not supported by Bentley. **Google** documents can be simultaneously edited using web-based editing software.

Code development

- You can use Eclipse or whatever environment you are using and just share the screen during Zoom meetings, while one of you is editing. Load all your drafts into the same project and take it from there.

SUBMISSION

Each weekly virtual team-practice meeting must be conducted over Zoom, Zoom-recorded in the cloud, with the video submitted to Blackboard ([this page](#) explains how to upload a video to Bb using Kaltura and the video on Bb demonstrates the process.).

One person should be in charge of submitting the results of your work. The submission must include

- All drafts submitted by individual team members prior to the meeting
- The video uploaded to Kaltura (within Bb)
- The .java file with the result of your collaborative effort during the meeting.

GRADING SCHEMA

You will be graded on both the effectiveness of teamwork as well as the quality of your individual contribution. Each student will receive an individual grade based on the factors such as:

1. How effective your meeting was – what did you achieve compared to where you started? Note, that if, after reviewing each other's solutions or drafts you decide to simply submit one of your solutions as the team's submission, you will not get credit for collaborating on creating the team solution. Instead, you can create and thoroughly test a new solution, using ideas and approaches you decide are most effective or interesting.
2. How collaborative it was – did everybody get a chance to contribute? Did each of you communicate honestly about unresolved issues and suggest solutions?
3. How useful was your individual contribution to the meeting? (your draft solution is part of the submission, but that's not all that's required of you.)
4. How effective was your individual communication with the team – were you presenting your ideas clearly and did you provide constructive suggestions to the group effort.

I will randomly pick how many and which teams to evaluate each week. A missing team practice submission will result in the reduction of your grade for this component of the course.

APPROXIMATE GRADING RUBRIC: OUT OF 10 POINTS

Individual Draft (code and other)	1 Draft contains test cases / algorithm	2 Running code/ test cases	3 Working code (possibly, somewhat incomplete) and test cases
Individual contribution to collaboration	1 Attended meeting	2 + Made useful contribution, but mostly around own solution	3 + Made useful contribution beyond individual draft answering questions, helping the team, strategizing around new approach
Teamwork	2 Meeting happened, members reviewed drafts.	3 + Team addressed relevant questions raised by individual members.	4 + Team made good progress, everybody contributed to formulating and testing the collaborative solution