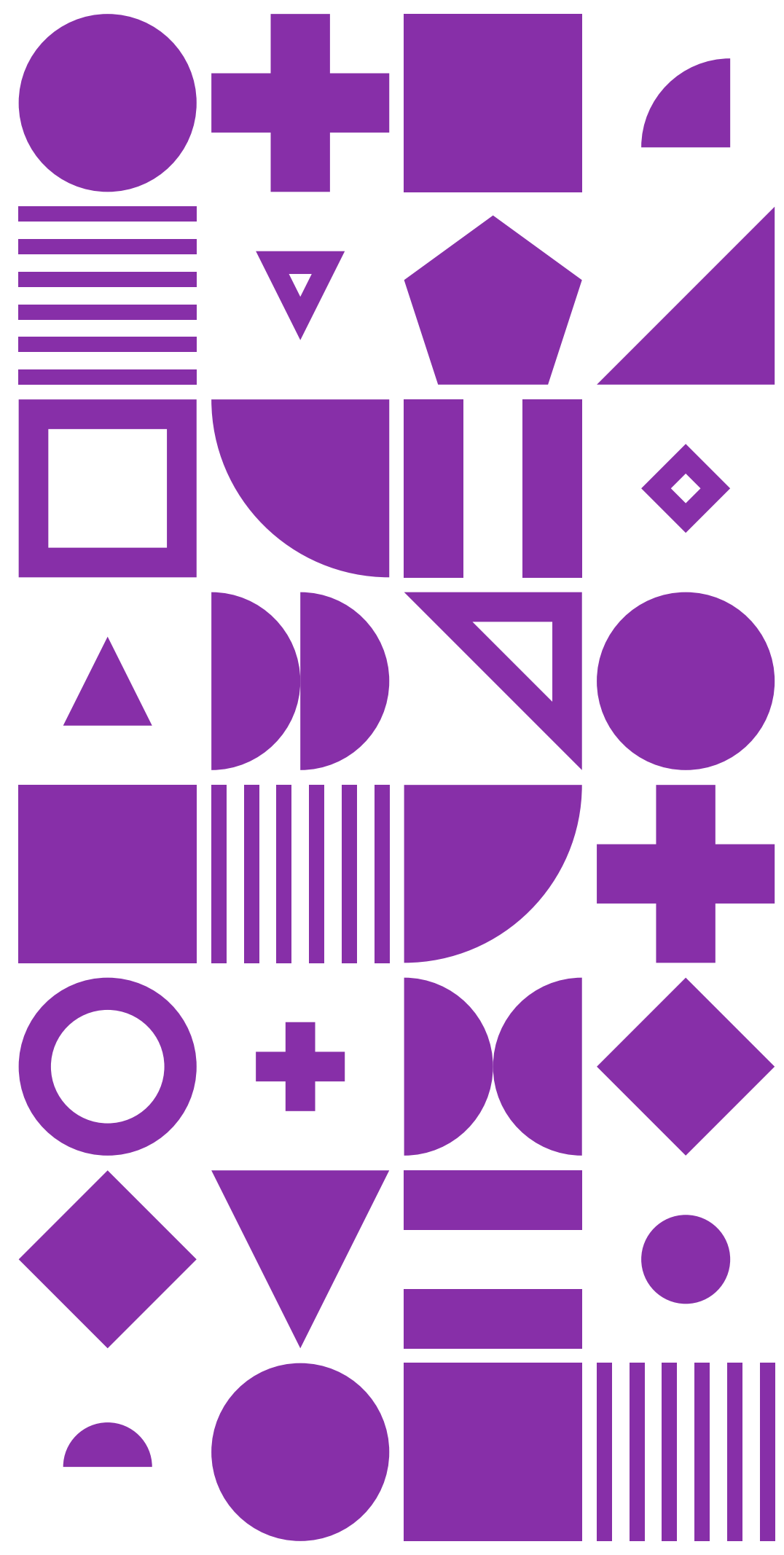
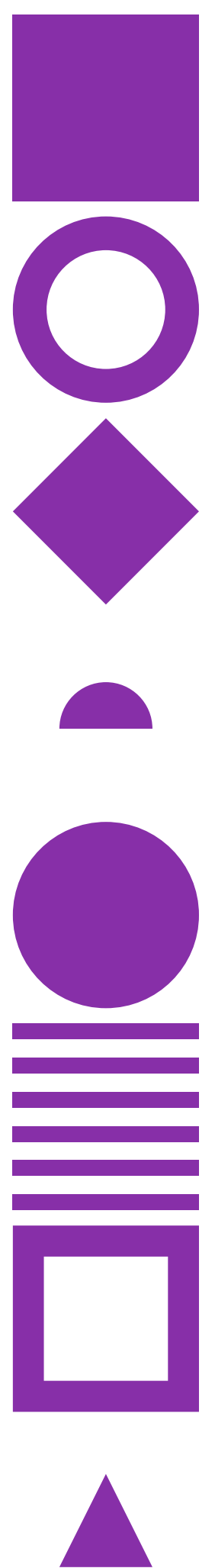


Teamwork Check-up



Welcome to period V!



Some topics that need attention:

You asked, we listened. Let's talk about:

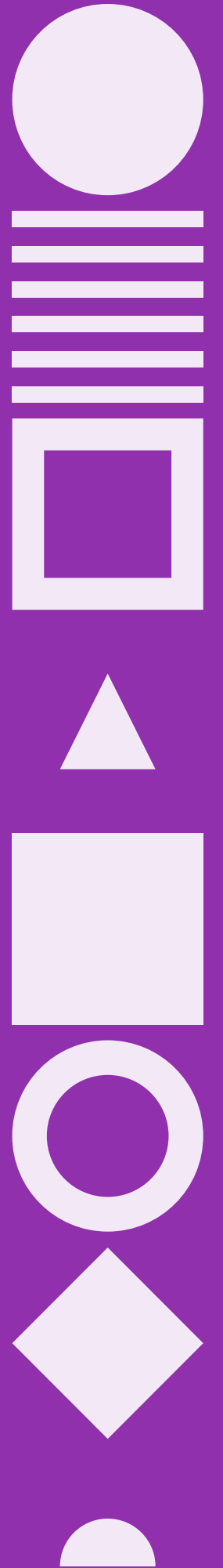
- **Teamwork:** How to prepare for period V? (15min/group)
- **Workload** + how to be more efficient (10min)

Agenda:

- **Workload:** 10.15-10.25 (10min)
- **Prepare for exercise:** 10.25-10.30 (5min)
- **Teamwork:** 10.30-12.00 (90min)

Tutorials

Both groups can book a short extra tutorial with Nuria or myself.



Some topics that need attention:

You asked, we listened. Let's talk about:

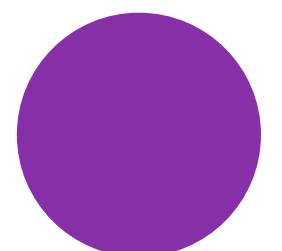
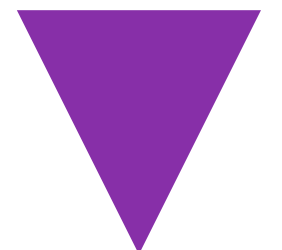
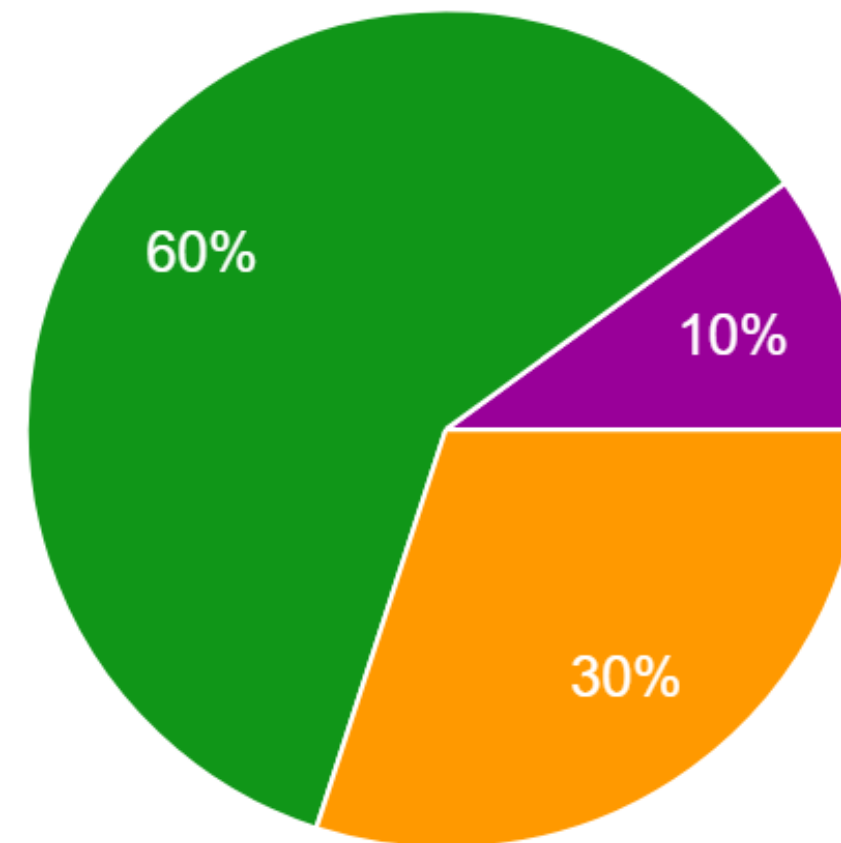
- **Teamwork:** How to prepare for period V? (15min/group)
- **Workload** + how to be more efficient (10min)



What creates workload for you?

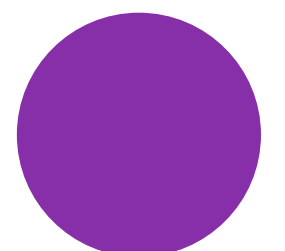
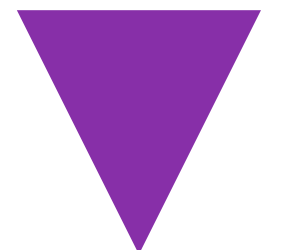
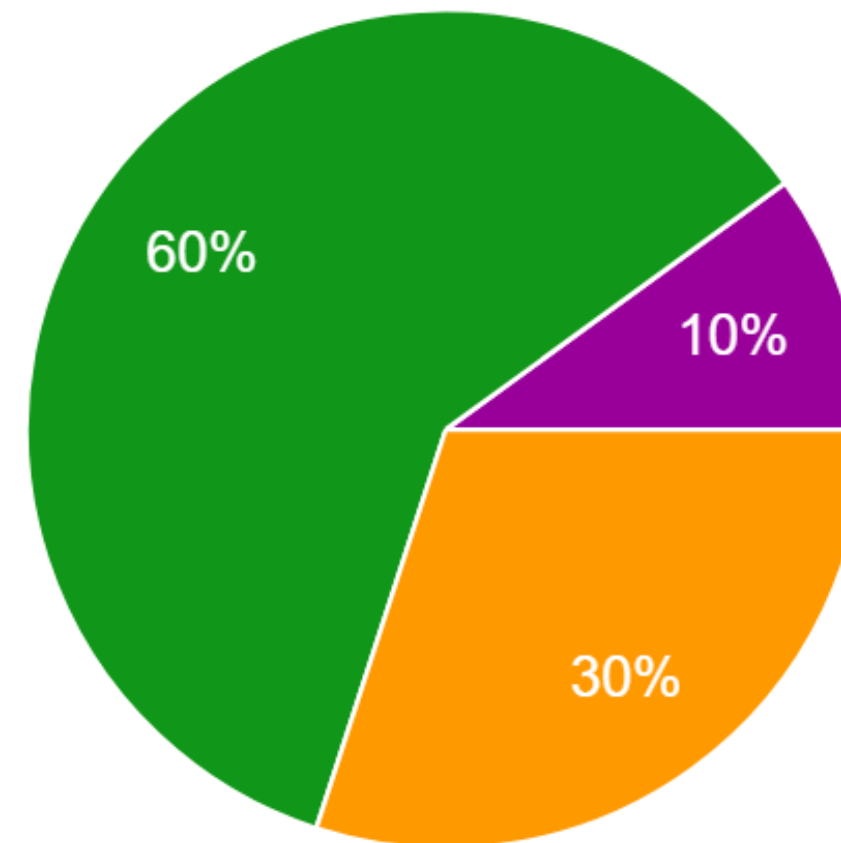
According to the guidelines, one credit (ECTS) requires 27 hours of student work.
Compared with this, the completion of the course required:

- 1= Considerably less time
- 2=Slightly less time
- **3= The right amount of time**
- **4= Slightly more time**
- **5= Considerably more time**



What creates workload for you?

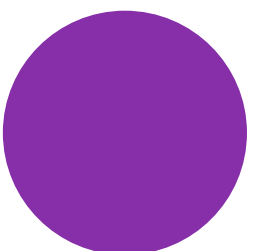
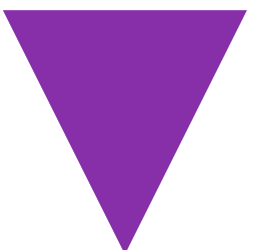
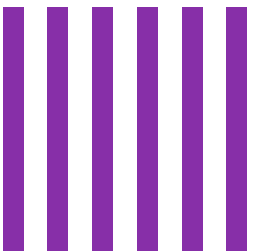
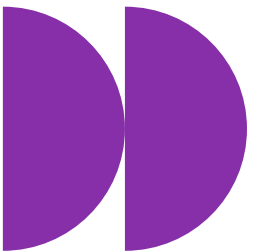
- Hard to meet?
- Meetings take too long, go off topic?
- Issues within the group
- Lack of internal deadlines?
- Lack of communication when issues/delays present
- Lack of decision-making, always in a loop?
- Feeling stuck, a bit lost?
- Too many things to keep track of?
- Already overwhelmed? Report, presentation incoming.



How do we tackle these?

- Hard to meet? *Not all meetings with everyone and/or short 30min meetings often. Have a channel in which you brief everyone about miniprogress.*
- Meetings take too long, go off topic? *Have an agenda! Should we move on to the next topic? Or assign times for each topic. Cannot resist wanting to talk? Insert a break, use that for chit chat.*

- Issues within the group? *It's hard, but we've got to talk about them. Don't let them bottle up, it's going to get worse only. Discuss within your groups or book a tutorial.*
- Lack of internal deadlines? *Your worst enemy. Accountability needed, someone in a more "project-management" position. Easier to do if you know your schedules. "I have an hour for X, I need that by Y".*

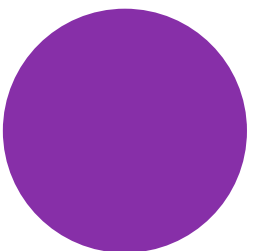
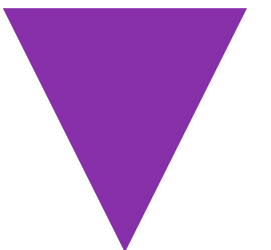
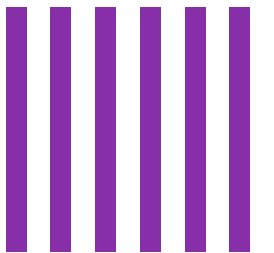
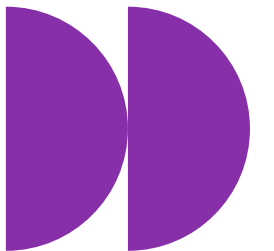


How do we tackle these?

- Lack of communication when issues/delays present.
Big no. In heavy workload project, you cannot afford to be unresponsive. Communicate in any way. Then either ask for help or provide alternatives.

- Lack of decision-making, always in a loop?
End meetings with a “next steps” that you think of together. Structure meetings so you always have to take a step forward (however big or small). When the decision stays in the air, for later, it’s nowhere.

- Feeling stuck, a bit lost?
Talk about it in your group, find the cause. Or, book a meeting. Time is short, and unresolved issues will only show up later, bigger and stronger!

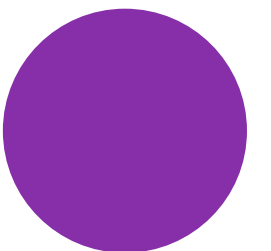
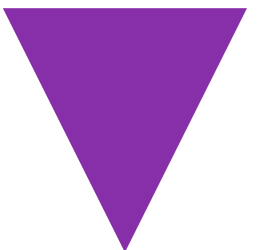
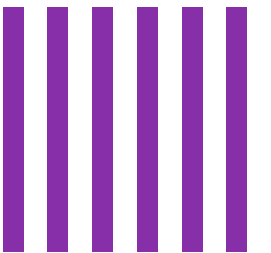
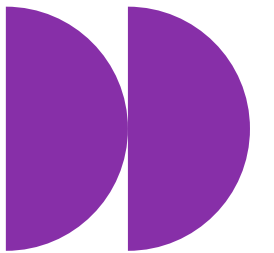


How do we tackle these?

- Too many things to keep track of?

Have a joint to-do list, or anything where you all see the bigger picture. Bring that to every meeting. Make a joint calendar, anything that provides accountability, visibility and prompts action.

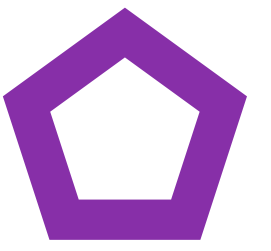
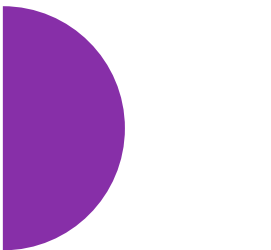
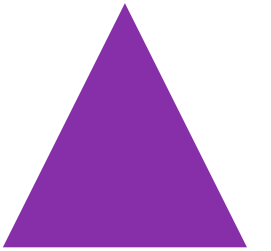
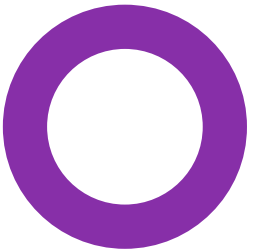
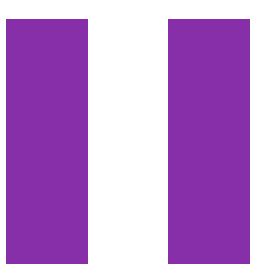
- Already overwhelmed? Report, presentation incoming. *Start thinking - is there something you can get ahead with? E.g which parts of the readings come in handy for the report? Dump them in a doc. Slides you know will be useful? Make a skeleton for that.*



Some topics that need attention:

You asked, we listened. Let's talk about:

- **Teamwork:** How to prepare for period V? (15min/group)
- **Workload** + how to be more efficient (10min)



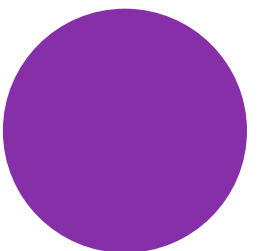
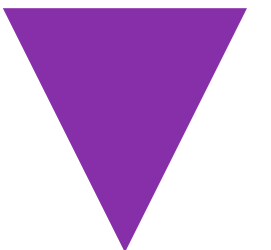
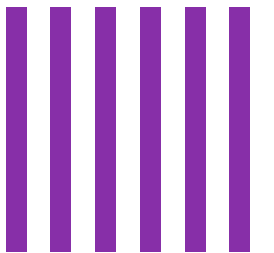
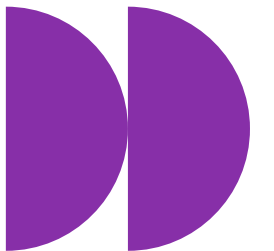
Honest check:

- Anything we should know for period V? (eg. sudden changes)
- What should stay as is/has been a strength?
- What should we start doing (that wasn't there before)?
- What should we reconsider/stop doing?
- What can I help you with?

Then, focus on how:

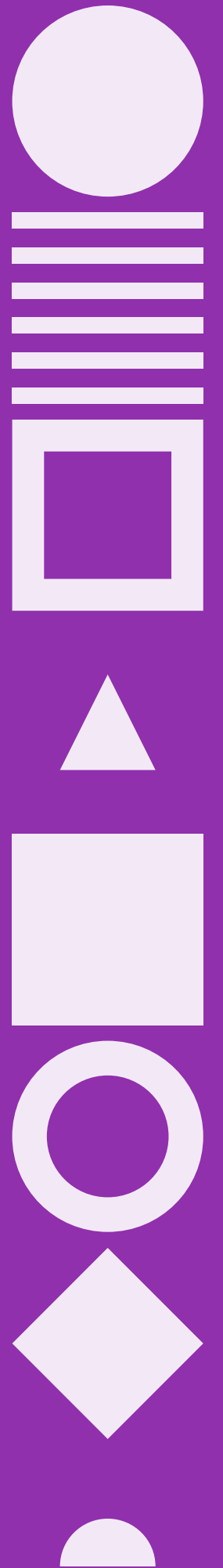
- What do we do about it?
- Can we make sure those are there all through?
- How do we blend this in?
- Can we take accountability/open up about this in a constructive & non-personal way?
- Don't let barriers sit in your group for too long, be vocal about it

Whatever time is left, work on narrowing down. Start thinking about choosing ONE path to follow.



Time's up!

*If something is **unresolved**, feels awkward or needs external input - this week you can book a short extra tutorial with me, or Nuria. Or stay for a bit longer after class!*



Next time:

- What did not work in the roundtable?
- How do we get ideas out fast?
- Ideation session prep
- How do we facilitate such a short session?



**See you on
Wednesday!**

