

Team 2 “Frequent Flyers”

Team Process Report

ETM 522/622

Communication and Team Building in Engineering Management

Team members: Dinesh, Dong-Joon, Jubin, Pinprapa, Ryan, Ziyad

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I. Introduction

Teamwork has been a part of our lives, at every stage in various forms. The key to success is molding ourselves and our environment to positively enhance the success rate. Teams are often diverse, and that's where the challenges lie, our team was also a uniquely diverse team, six different people, six different cultures, six different languages, six different countries, six different backgrounds, six different religions and six different attitudes.

When we first met, the only thing we shared in common was the "Communication and Team Building class". The ten weeks took us through a "roller coaster" ride, where we shared our fear, anticipation, joy, screams, laughter and emerged as a strongly bonded victorious team that achieved its primary goal.

The journey from "group of strangers" to a "high performing team", was emotional and an incredible learning experience unparalleled in its academic and experience value. Ziyad, Jubin, Dinesh, Dong-Joon, Ryan and Pinprapa are the six characters in this amazing "Harry Potter and the School of Wizardry" story.

In the following pages, we have tried to express in words, the four different stages our team went through and evolved as a self-sustaining family. As you read, you will see an amazing story unfold, and grasp the spirit of Team-Building and Team work through our eyes and experiences.

II. Forming

This stage demonstrates how our team came together. We formed the team on the first day of class. Initially, we had five team members and the sixth member joined the group in the second week. We all came from different countries and did not know each other before we met for the Communication and Team Building class. The first impression was made in the first few weeks of our team meetings, which we categorize as the "Forming" stage. More importantly, we did not criticize or judge anybody in team based on their background. We took the initiative to form this very diverse team in order to perform the best for our class projects and assignments. Basically, it takes time for any newly formed team to get to know their team members, but that was not the case in our team, since we chose to bring together our similarities and avoid the differences. As a result, each person felt more comfortable with the team since we had to work together successfully through the whole term. Therefore, the atmosphere of working as a team is really important because it makes people want to work together no matter how hard the task is. Moreover, good atmosphere would make the team move to the next stage quickly and smoothly. Since our team had good start of forming the team, set up the leader of the team seemed being a minority for this team, because we enjoyed sharing everyone's ideas. Even though we had a different kind of ideas, we always tried to come up with the best decision for everyone. So, team member's ideas were significant for our team rather than leader's idea. For this reason, our team did not have a leader for the group, this made team members realized how importance of everyone's contributions. We built the same commitment from the Team Charter. We also planned which assignment we will be doing in each week. Team charter helped us dividing the responsibilities equally for each person in the group.

Communication among team members was one of the aspects that we succeeded in the forming stage. Since each of us had different schedules, we tried to schedule our meeting time that would accommodate everyone in order to get the work done successfully. We planned meeting every Tuesday evening which was the time that could accommodate everyone. Our team never had a problem with meeting schedules, we always showed up. Because we all agreed that

cooperation for the team is really important for success. First, we set the Yahoo group for the team to virtually have a center to upload and refer work goals and tasks.

Also, we committed ourselves to the team, so that we had the same goal which would make us work together to achieve success. Last, sharing similarity among team members always makes an excellent atmosphere for building teamwork.

III. Storming

This stage will highlight the process of brainstorming in our team while implementing the project. Our group had meetings once a week. Every meeting lasted two hours and took place in Engineering Building (3rd floor) at Portland State University.

At the first meeting we decided to choose the topic for our project. We started with discussion of possible category of topic which could be interesting for all members of the group. Then we started brainstorming. We wanted to choose the exact topic for our project. For storming, we wrote several initial key words concerning our project on a piece of paper. Then we started thinking about possible topics and write our ideas down on the paper. When we had plenty of variants and no more ideas, we began to choose the right topic. Basically we just crossed out topics which we thought to be inappropriate, too complicated, too simple, too boring. Also, we had five different selected readings that we should write reflections on. Since we are 6 members in the team and there are just five reflection papers to write. Each member selected one paper and the remaining member was the person in charge of proof reading and fixing the final outcome of the papers. The first meeting was devoted to storming to great extent.

At the next meeting our group was working on the plan, i.e. we outlined the stages of our project implementation. Our storming started with drawing a line which denoted the period of time we had for the project. We put the deadline which was a day before the due date. After this we were storming each stage. First, each member of the group created his/her plan. This technique can be quite effective since every member of the group reveals his/her vision which is very helpful for the entire group. After this we started discussing the deadlines. When we agreed upon some stages, we drew section for each of them. Thus we divided the entire period (line on the Team Charter Document) into certain sub-periods. Of course, some members of the group had different points of views as for timing, but eventually we created the necessary plan.

During our next meeting we were storming the outline of our project. Of course, each member of the group was reading some information on the topic and some members even had a ready plan. Though Ning et al. (2003) reported that students preferred discussing some points before brainstorming; the members of our group had no definite discussions before storming. During our meeting we started with writing down some points which should have been highlighted in our project. Every member pointed out several points which were depicted on the blackboard again. After this we crossed out points which were irrelevant for the project. When our project outline was ready we divided the scope of work among the members of the group. Every member was responsible for the definite part of the project.

When we divided the parts of the project among us, we decided to give tips to each other. We stormed possible topics to discuss in each part, possible sources to be used to work on each part. Basically, we shared our knowledge of research techniques and this storming turned to be also very helpful for each of us.

Thus, we used storming techniques while choosing the topic, drawing deadlines, working out project's plan, writing the reflection papers (selected readings) and sharing ideas about the

research process. Storming was excessively used on the initial stages of the project. When all the necessary plans were outlined we started working individually and then resorted to discussions.

IV. Norming Stage

After successfully understanding and completing the Forming and Storming stages, all the team members had a very good relationship with each other. That was one of the key reasons for our success as a team. By the end every person in the team had a clear idea on what were the strengths and weaknesses of each team member. This led us to help each other stay afloat throughout the term rather than competing with one another. Once we had recognized each of our strong areas, it really helped us assign individual work to each team member. I believe we gained huge success by assigning project work for each individual based on their strengths. For an example; Ryan was strong in Communication, and Dong-Joon was an expert in Power Point. Since we were able to identify these special skills in advance, as a team we gave Dong-Joon to edit and create final presentation slides and Ryan to conduct the team meetings effectively.

Another key point we recognized was the bonding that we all started to feel. This created very little stress among us. In the end we had a very good confidence and faith in each other to achieve our goals together as a team. All our team members made an extremely comfortable environment which also allowed us to spend some time joking, laughing and even sharing personal experiences during our meetings. The meetings started getting more and more interesting because every member in the team started feeling that they brought more and more information to the team continuously through their opinions and research. Sometimes these opinions led to good and very valuable discussions where everyone in the team involved and finalized the best opinions to proceed in.

One interesting fact about our team was that all of us were from different countries. Honestly, we never felt that we were from different countries. Out of 6 members 5 of us didn't speak English as our first language. Working as a good team with a good team spirit we were always able to break the language barriers and bring our team to a great success.

Another reason behind our success is that we were all able to set up very good ground rules for our team. After closely considering each of our day today schedules, we were able to place a day and a time for our weekly meetings. Then we established our primary rules which were very clear. These included, try not to miss any meeting, be exactly on time for meetings, and if for any reason if any one of us is not attending to a meeting that members has to send his team work and should let others know well ahead of time. These rules really worked for us. Every member in the team was very responsible not to miss any meeting and be exactly on time for meetings. We had a very open communication throughout the 10 weeks.

We also assigned individual work to each and every member, and then we assigned each other deadlines for each and every task. Every team member was dedicated to their work and brought all the deliverables on time and sometimes even well ahead of time. We also started noticing that we were not only concentrating on our individual areas, but we were available voluntarily to help other members who needed help on their individual work whenever a need arose. Even though we had assigned ground rules, we always made sure that we were flexible and understood each of our special needs. We always made sure to respect each other and respect team values.

V. Performing stage

After clarifying each one's role and understanding expected tasks through the norming stage, we became a more effective unit as a team.

In the first class ownership, we thought that the icebreaker activity was as important as our presentation because it had been merely the third week of the term and we would feel awkward with each other in the team. Hence, we decided to ask people to introduce their name and short story of their origins. Eventually, the diversity of our colleagues made it an interesting time to know each other's native name and nationalities. Also, it succeeded to attract people's attention thereby making our presentation more relaxed and participative. After the icebreaker, Dinesh and Pinprapa, who are both interested in coordinating activities, led two exercises and Dong-Joon and Ziyad, who both have analytical capabilities, presented about team requirement skills with short survey. Finally, Jubin and Ryan took the case study and conclusion where intense discussion had been expected. As previously arranged, two skillful presenters not only led the constructive discussion but managed the time we've been assigned for our class ownership. Finishing our successful first class ownership, we set the ground rules for the future presentations: Dong-Joon and Ziyad as analysts, Dinesh and Pinprapa as coordinators, and Jubin and Ryan as spokesmen.

In second class ownership, we decided to put only one exercise at the end of the presentation because we had a lot of materials to cover. Therefore, we planned to put the analytic part (Team Handbook and Selected Readings) in the first half and the activity part (Memory Jogger) afterward. Especially, we tried to focus on making our slides as simple as possible in order to draw audiences' interests and instigate creative discussion. Fortunately, this brought interactive dialogues and informal laughs between the slides. The highlight of our presentation was the silent card game. Since the topic of our presentation was team conflict, we needed to get people in trouble and to observe how they behave. Ryan suggested a perfect exercise for this and it was very interesting period of time to see how people respond with different rules on each table and finally accept them. From this exercise, we could identify that sudden change of environment as well as minimal information of that change can bring conflict (Choudrie, 2005).

Preparing for the last two presentations, team research and team process, we divided two subgroups: Dinesh, Pinprapa and Ryan took the former and Dong-Joon, Jubin and Ziyad took the latter. Based on the team research report which was combined by Dong-Joon and Jubin, Dinesh completed slides. In the presentation, Pinprapa well introduced our subject focus and Dinesh and Ryan led our challenging topic to reasonable conclusion. Unlike team research presentation, we tried to be more creative in process presentation. Pinprapa suggested road trip scenario and joined the skit. Although Dong-Joon, Jubin and Ziyad had made scripts for another skit the night before, we accepted her idea and arranged it to be suitable for representing 4 stages of team growth that we've experienced during the 10 weeks. Jubin and Ziyad took the role of two squabbling fellows and Dong-Joon and Pinprapa acted the members who contribute to solve the team problem by doing ignominious work. After the skit, Jubin explained the meaning of each symbolized scene and led the discussion.

As time goes by, we could have insights into personal and group processes, and a better understanding of each other's strengths and weaknesses. This made us show off or back up one another thereby reaching close attachment to the team. Also, each team member could create constructive self-changes during the teamwork (Tuckman, 1965).

VI. Delivering Results

By the end of the semester, our team went through each of the four stages (forming, storming, norming and performing). Through a concentrated team effort, we quickly moved through the forming and storming stages to reach group norms that allowed us to perform as a high functioning team. This was evident to our team in a number of areas where we felt we were able to deliver results from putting into practice what we learned during the course of this class.

We delivered on three areas in particular where we took the lessons learned from the stages to deliver group results. These three class assignments were team presentations, team process report and class ownership.

The team research presentation and the team process report presentation stood out as our top example of how our team was able to reach a highly performing team. We felt the effectiveness of our presentations, given the last day of class, were effective in relaying the message while being innovative because of how well our team was operating together at that time. In the meetings leading up to the class our team was now performing well enough that we had a better understanding of each other's needs, thoughts, mannerisms. This allowed us to create a relaxed and open environment that allowed everyone to contribute, present ideas and generated more innovative discussion than earlier in the semester. All team members were engaged in the creation and delivery of the final presentation. Even producing an improved orientated skit that showed off the hidden acting talents of our team. I feel the trust we have gained in each other during the semester allowed this to happen.

The team process report was the last major assignment of the class and was due after the team process presentation. Our team was effectively able to produce this report because our team had solid planning prior to the writing of the document. Leading up to the process presentation we made sure to create an outline for the team process report and started to populate our major points and discussion items. We used this to create the shell for the team process presentation. This ensured we covered the major topic areas in the presentation. It also allowed us to create a fun and innovative presentation while still relaying the key learning points from our group.

The third area where our team felt we delivered was in the class ownership. While we felt the first class ownership went well, we set out to improve the second class ownership. At the time we reached the second presentation our group had advanced through the stages. This allowed us to develop the presentation in less time, with more robust discussion. Having this task to focus on allowed our team to develop better relationships that let us tackle the issue easier and be upfront with each other.

Our team also developed in other areas that helped us drive results that are more qualitative. Examples by the end of the semester included that our team talked about non-class related tasks in down time, we had discussions outside of our meeting on other topics and a number of even carpooled from class back downtown after class. We found out the restaurant where Pinprapa works, that Dong-Joon enjoys playing the saxophone and Ziyad is a Barcelona FC fan. These pieces of information about our teammates helped us grow together as a team and deliver better results. An example of where this understanding helped us perform is how we used our knowledge of Dong-Joon's joy of playing the saxophone (John Coltrane especially) and incorporated it into our team process presentation when he played his saxophone for money so the team could buy enough gas to make it to their destination in Las Vegas. These insights and encounters were key to making our team stronger and providing us a platform to find innovation within each other.

Reference

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- Ning, H., Williams, J., Sanchez, A. (2003). Online Peer Review in Teaching Design-oriented Courses. *Journal of Systemics, Cybernetics, and Informatics*, 2(1). Retrieved from [http://www.iiisci.org/journal/CV\\$/sci/pdfs/P990045.pdf](http://www.iiisci.org/journal/CV$/sci/pdfs/P990045.pdf)
- Tuckman, B. (1965). Developmental sequence in Small Groups. *Psychological Bulletin*, 63, 384-399.

Appendix

Meeting Minutes

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Communication and Team Building in Engineering Management

Meeting # / Subject: 1st / Introduction & planning path forward
Date / Time: 11th Jan, 2011 / 4:00 pm ~ 5:00 pm
Venue: EB 3rd floor meeting place
Present: All members

1. Introduction

- Team #2

Name	E-mail
Dinesh, Soysa	dinesh999lk@yahoo.com
Dong-Joon, Lim	tgno3@korea.com
Jubin, Dilip Upadhyay	jubinupadhyay@gmail.com
Pinprapa, Pakdeekesam	pinprapa@pdx.edu
Ryan, Fedie	rtfedie@bpa.gov
Ziyad, F Alzamil	ziyad.alzamil@gmail.com

- Regular meeting
 - : Every Thursday 5:00pm at the EB 3rd floor meeting place
 - : Keep the time & show mutual respect

2. Work division

- Readings for 1st class ownership

Reading	Taker
WT Ch. 3, 4, 5	Jubin & Pinprapa
TJ Ch. 3	Ziyad
TH 3-13, 3-14, Appendix C-27	Dong-Joon, Ryan
MJ 12-18 "Affinity," 156-164 "Tree"	Dinesh

- Selected Readings

Paper	Taker
#4	Dinesh
#6	Jubin
#9	Pinprapa
#3	Ryan
#5	Ziyad

- Writing minutes for Team Process Report : Dong-Joon

3. Action required

- Formulate topics for Team Research ← **All members!**
- Read each reading assignment ← **All members!**

4. Next meeting

- 14th Jan, 2011 at 3:30pm at EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject: 2nd / Preparation for the Class Ownership
Date / Time: 14th Jan, 2011 / 3:30 pm ~ 5:00 pm
Venue: EB 3rd floor meeting place
Present: All members

1. Class ownership

- Work division

Section	Taker	Timeline	
		Duration	Until
1. Topic introduction	Jubin	5 min	5:35
2. Case 1	Pinprapa	40 min	6:15
3. Team concept	Ryan	30 min	6:45
4. Team progress update	All	20 min	7:05
Break		20 min	7:25
5. Affinity and Tree diagram	Dinesh	30 min	7:55
6. Team skills	Ziyad & Dong-Joon	40 min	8:35
7. Case 2	Jubin	20 min	8:55
8. Wrap-up	Ryan	5 min	9:00

Team #2
Minutes of Meeting

- Prepare stories related to each topic for guiding discussion
- Prepare snacks for discussion participants
- Lead the class to be more interactive than give a lecture
- Exercises should be related to the session topic "*High performance team*"

2. Team research

- Get familiar with the project topic
"Where does the innovation come from?"

3. Action required

- Complete each section ← **All members!**
: Bring PPT slides and exercise materials
- Write minutes and send group mail ← **Dong-Joon!**

4. Next meeting

- 18th Jan, 2011 at 5pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject: 3rd / Preparation for the Class Ownership
Date / Time: 18th Jan, 2011 / 5:00 pm ~ 8:00 pm
Venue: EB 5th floor meeting place
Present: All members

1. Class ownership

- Final plan

Section	Taker	Timeline	
		Duration	Until
1. Topic introduction	Jubin	5 min	5:45
2. Case 1	Pinprapa	30 min	6:15
3. Team concept	Ryan	50 min	7:05
4. Team progress update	All	15 min	7:20
Break		05 min	7:25
5. Affinity and Tree diagram	Dinesh	25 min	7:50
6. Team skills	Ziyad & Dong-Joon	30 min	8:20
7. Case 2	Jubin	15 min	8:35
8. Wrap-up	Ryan	5 min	8:40

Team #2
Minutes of Meeting

- Discussion
 - 1) How to lead the discussion
 - : Ask questions based on the exercise results
 - : Present definition first, and then ask their agreement / disagreement
 - 2) What if there's no discussion?
 - : Prepare experience or controversial issues for each question of ours
 - : Mutually help to prompt the discussion
- Rehearsal for each section
- Introduction: asking excuses for better participation
- Time keeping: let presenter know before getting setback in the timeline

2. Team research

- Get familiar with the project topic
 - "Where does the innovation come from?"*

3. Action required

- Complete team charter ← **Dong-Joon!**
- Prepare exercise materials ← **Dinesh & Pinprapa & Dong-Joon!**
- Prepare post notes ← **Ryan!**
- Send PPT slides to Jubin ← **Ryan & Dinesh!**
- Finalize PPT slides and upload it to the Yahoo group ← **Jubin!**
- Print out & hand in PPT both hard/soft copy ← **Dong-Joon!**
- Arrive the class before 20 min ← **All members!**

4. Next meeting

- 25th Jan, 2011 at 5pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject:	4 th / Team research report
Date / Time:	25 th Jan, 2011 / 5:00 pm ~ 6:00 pm
Venue:	EB 3 th floor meeting place
Present:	Dinesh, Dong-Joon, Jubin, Pinprapa, Ziyad

1. Team research report

- Topic
"Where does the innovation come from?"
- Discussion of sub topics
 - 1) Individual work vs Team work
 - 2) Advantages & disadvantages of Individual work
 - 3) Advantages & disadvantages of Team work
 - 4) Individual innovator in the team (How does he/she lead the team?)

2. Action required

- Ask feedback from Ryan about sub topics ← **Dong-Joon!**
- Plan for next class ownership (16th Feb) ← **All members!**
- Prepare ideas for research project abstract ← **All members!**

3. Next meeting

- 1st Feb, 2011 at 5pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject:	5th / TOC& Abstract and Class Ownership (2nd)
Date / Time:	1st Feb, 2011 / 5:00 pm ~ 6:30 pm
Venue:	EB 3th floor meeting place
Present:	All members

1. Team research report

- Topic
"Where does the innovation come from?"
- Discussion of subtopics
 - 1) Example of 'Individual work,' 'Team work,' and 'Mass collaboration'
 - 2) Advantages & disadvantages of 'Individual work,' 'Team work,' and 'Mass collaboration'
 - 3) How do you create culture for innovation?
 - 4) Is innovation planned or unplanned?

2. Discussion

- Add literature review in(after) introduction
- Add 'Mass collaboration' to the comparison categories (matrix summary)
- Change subtopic 3 from 'individual innovator lead the team' to 'innovation culture'

- Add subtopic 4
- First draft due by 15th Feb

3. Work division

- Team research project

- Introduction (**Jubin**)
- Current state of the research on where innovation come from (**Jubin**)
- Examples of innovation
 - Individual work (**Dinesh**)
 - Team work (**Dong-Joon**)
 - Mass collaboration (**Ryan**)
- Advantages/disadvantages
 - Individual work (**Dinesh**)
 - Team work (**Dong-Joon**)
 - Mass collaboration (**Ryan**)
- How do you create culture for innovation (**Army**)
 - How does a company set a culture for innovation?
 - How does an individual set a culture for innovation?
- Is innovation planned or unplanned? (**Ziyad**)
- Conclusion

- Class ownership (2nd)

Reading	Taker
TH 6.24~6.32; 7.1~7.13	Dinesh & Jubin & Ryan
TJ Ch. 4	Army
SR 5	Ziyad
SR 5a	Dong-Joon

4. Action required

- Complete TOC & Abstract and hand in (hard/soft copy) ← **Ziyad!**
- Plan for next class ownership (16th Feb) ← **All members!**
- Complete minute and post on the Yahoo group ← **Dong-Joon!**

5. Next meeting

- 8th Feb, 2011 at 5pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject: 6th / Class Ownership (2nd)

Date / Time: 8th Feb, 2011 / 5:00 pm ~ 6:00 pm

Venue: EB 3th floor meeting place

Present: Dong-Joon, Jubin, Pinprapa, Ryan, Ziyad

1. Class ownership

- Time table

Section	Taker	Timeline	
		Duration	Until
1. Introduction	Ryan	25 min	6:05
2. TH 6-24~32	Ryan	35 min	6:40
3. SR5	Ziyad	15 min	6:55
4. SR5a	Dong-Joon	15 min	7:10
5 & 6. TH 7, 7-1~7	Dinesh	50 min	8:00
Break		10 min	8:10
7. TH 7-8~14	Jubin	15 min	8:25
8. TJ 4	Pinprapa	25 min	8:50
9. Wrap-up	Ryan	10 min	9:00

2. Team research

- 1st draft due date : **Feb. 15th**

3. Action required

- Complete time table sheet and post to Yahoo group ← **Ryan!**
- Prepare to present exercises ← **Dinesh, Ryan, Pinprapa!**
- Complete slides for each section and send them to Jubin ← **All members!**
- Combine PPT slides ← **Jubin!**
- Complete minute and post to Yahoo group ← **Dong-Joon!**

4. Next meeting

- 15th Feb, 2011 at 5pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject: 7th / Class Ownership (2nd)

Date / Time: 15th Feb, 2011 / 5:00 pm ~ 6:40 pm

Venue: EB 3th floor meeting place

Present: All members

1. Class ownership

- Final time table

Section	Taker	Timeline	
		Duration	Until
1. Introduction	Ryan	25 min	6:05
2. TH 6-24~32	Ryan	35 min	6:40
3. SR5	Ziyad	15 min	6:55
4. SR5a	Dong-Joon	15 min	7:10
5 & 6. TH 7, 7-1~7	Dinesh	50 min	8:00
Break		10 min	8:10
7. TH 7-8~14	Jubin	15 min	8:25
8. TJ 4	Pinprapa	25 min	8:50
9. Wrap-up	Ryan	10 min	9:00

Team #2
Minutes of Meeting

- Card game explanation for exercise 1
- Fill Title slide with national flags from each member's homeland
- Fill wrap-up slide with "Thank you" from each member's language
- Cancel exercise 'Square standing' and find other one

2. Action required

- Prepare for presenting exercises ← **Ryan, Ziyad, Pinprapa!**
- Complete slides and send them to Jubin ← **Dinesh, Pinprapa!**
- Finalize PPT slides and post to Yahoo group ← **Jubin!**
- Post team research draft to Yahoo group until next meeting ← **All members!**
- Complete minute and post to Yahoo group ← **Dong-Joon!**

3. Next meeting

- 22th Feb, 2011 at 5pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject:	8th / Team research report
Date / Time:	22th Feb, 2011 / 5:00 pm ~ 6:00 pm
Venue:	EB 3th floor meeting place
Present:	Dinesh, Dong-Joon, Jubin, Pinprapa, Ziyad

1. Team research report

- Final agenda

1. Introduction
2. Current state of the research
3. Examples of innovation
 - 3.1 Individual work
 - 3.2 Teamwork
 - 3.3 Mass collaboration
4. Advantages/disadvantages of each scenario
 - 4.1 Individual work
 - 4.2 Teamwork
 - 4.3 Mass collaboration
5. How do you create culture for innovation?
 - 5.1 How does a company set a culture for innovation?
 - 5.2 How does an individual set a culture for innovation?
6. Is innovation planned or unplanned?
 - 6.1 Unplanned innovation
 - 6.2 Planned innovation
7. Conclusion

2. Action required

- Complete each part and Email to Jubin ← **All members!**
- Finalize report including conclusion ← **Jubin!**
- Complete minute and post to Yahoo group ← **Dong-Joon!**

3. Next meeting

- 25th Feb, 2011 at 2pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject: 9th / Team research & Process presentation
Date / Time: 22th Feb, 2011 / 2:00 pm ~ 3:10 pm
Venue: EB 3th floor meeting place
Present: Dinesh, Dong-Joon, Jubin, Pinprapa, Ziyad

1. Team research presentation

- Work division

1. Introduction	Pinprapa
2. Current state of the research	Pinprapa
3. Examples of innovation	Dinesh
3.1 Individual work	
3.2 Teamwork	
3.3 Mass collaboration	
4. Advantages/disadvantages of each scenario	Dinesh
4.1 Individual work	
4.2 Teamwork	
4.3 Mass collaboration	
5. How do you create culture for innovation?	Ryan
5.1 How does a company set a culture for innovation?	
5.2 How does an individual set a culture for innovation?	
6. Is innovation planned or unplanned?	Ryan
6.1 Unplanned innovation	
6.2 Planned innovation	
7. Conclusion	Ryan

2. Process report presentation

- Skit play – what we have experienced in our meetings
- Forming-Storming-Norming-Performing < weekly

3. Action required

- Prepare team research slides ← **Dinesh, Pinprapa, Ryan!**
- Prepare process presentation scripts ← **Dong-Joon, Jubin, Ziyad!**
- Complete minute and post to Yahoo group ← **Dong-Joon!**

4. Next meeting

- 1st Mar, 2011 at 2pm / EB 3rd floor meeting place

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Communication and Team Building in Engineering Management

Meeting # / subject:	10 th / Team research & Process presentation
Date / Time:	1 st Mar, 2011 / 5:00 pm ~ 6:30 pm
Venue:	EB 3 th floor meeting place
Present:	All members

1. Team research presentation

- Final plan

1. Introduction	Pinprapa
2. Current state of the research.....	Pinprapa
3. Examples of innovation.....	Dinesh
3.1 Individual work	
3.2 Teamwork	
3.3 Mass collaboration	
4. Advantages/disadvantages of each scenario.....	Dinesh
4.1 Individual work	
4.2 Teamwork	
4.3 Mass collaboration	
5. How do you create culture for innovation?.....	Ryan
5.1 How does a company set a culture for innovation?	
5.2 How does an individual set a culture for innovation?	
6. Is innovation planned or unplanned?.....	Ryan
6.1 Unplanned innovation	
6.2 Planned innovation	
7. Conclusion.....	Ryan

2. Process report presentation

- Skit play (road trip to Las Vegas)

1. *Forming*

- Subject: "Get together"
- Key learning point
 - Do not judge each other's background before you get to know each member of the group
 - Setting up a plan or a schedule to kick start of the team work

2. *Storming*

- Subject: "Run out of gas"
- Key learning point
 - It's a good idea to let every member of the team propose his/her idea or suggestions
 - We set expectation really well in the forming stage so we had not faced any problem in this stage

3. *Norming*

- Subject: "Set works to be done"
- Key learning point
 - The strong areas of each person can contribute towards the high performance of the team and eliminating weak areas by leveraging the strong ones
 - Since all six of us have different schedules we knew following the team meeting weekly routine was absolutely necessary but at the same time the team has to be flexible enough to accommodate emergencies

4. *Performing*

- Subject: "Accomplishment"
- Key learning point
 - Paying attention to team members and the team rules of forming and norming stages helped us to perform well (creating a strong foundation in the earlier stages played a key role in making the latest stages smooth)
 - Respecting deadlines (even though we split our responsibilities and work, we knew that if every member respected the deadline we as a group can come together and deliver on time)

3. Action required

- Finalize team research slides ← **Dinesh!**
- Send summarized story-script to group mail ← **Ziyad!**
- Get prepared 4-stage scripts ← **Dong-Joon, Jubin, Pinprapa, Ziyad!**
- Finalize process report until Mar. 7th ← **All members!**
- Complete minute and post to Yahoo group ← **Dong-Joon!**

4. Next meeting

- Mar. 8th. 2011 at 5pm / EB 3rd floor meeting place

< ETM 522/622 >

Communication and Team Building in Engineering Management

Meeting # / subject:	11 th / Team research & Process presentation
Date / Time:	8 th Mar, 2011 / 5:00 pm ~ 7:00 pm
Venue:	EB 3 th floor meeting place
Present:	Dinesh, Dong-Joon, Jubin, Ziyad

1. Team process report

- Table of contents

I. Introduction	Jubin
II. Forming Stage	Pinprapa
III. Storming Stage.....	Ziyad
IV. Norming Stage.....	Dinesh
V. Performing Stage.....	Dong-Joon
VI. Delivering Results (Conclusion)	Ryan

2. Action required

- Complete minutes and attach all of them in appendix section ← **Dong-Joon!**
- Finalize team process report and hand in ← **Dong-Joon, Jubin!**

Team #2
Minutes of Meeting

- Complete team evaluation form ← **All members!**