

ITI8740/ITX8522: Software Development Team Project. 2023

# 02. Team Formation

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# Today's Agenda

1. Presenting the ideas
2. Team formation
3. Next steps

# When speaking publicly remember to

- not to worry & be yourself
- use simple words (no jargon)
- look in the eyes of people, smile and be positive
- use your body, tone of voice & pauses for emphasis
- be rather loud and not forget to breathe
- not to worry & be yourself (even if something goes wrong)

**Just practice a bit - easy!**

# You have the structure

1. Say **Hello**, say your name.
2. What's the **problem**?
3. What's the **solution**?
4. The **special sauce**.
5. Is there **money** to be made?
6. Say **thank you** and smile while listening for the applause :)

**Let's listen to the ideas**

**Think and discuss.  
Team Formation.**

# For Each Team

- Minimum 4 people
- Maximum 6 people
- Decide what you want to do



# Divide Up Roles & Responsibilities

- Developers:
  - Backend
  - Frontend
- Project Manager
- (Analyst?)
- (Public face? / Sales rep?)

# Kick-off

Start with kick off meeting

- Share the team contacts
- Agree on workflow (see next slide)
- Decide on the project
- Make sure everyone understands the outcomes
- Decide on realistic scope
- ...
- Divide tasks (volunteer basis)
- Start the development cycle

# Project Agreements: Checklist

- Internal Communications Channel: Teams? Slack?
- Method: Kanban or something else
- Working days: when, where and how - both individual and with team. The total contribution for every team member should be 19hrs per week and traceable via issue tracker
- Team meetings: when, where and how?
- Stand-ups: when, where and how?
- Retrospectives: When and how?
- Sprints: when and how?

# For the Next Session

- Create project environment to TUT Gitlab: <https://gitlab.cs.ttu.ee/>
- Join the course Team Channel if you have not done so. See: <https://courses.cs.ttu.ee/pages/ITI8740>
- Create initial project wiki with the minimal of:
  - List of team members and roles. Decide on team lead
  - Initial idea description (max 0.5 A4)
  - ~~Read Chapter 1 from "Running Lean" book~~
- Set up issue tracker
- Have a kick-off meeting amongst team and:
  - decide on the project you want build from ideas presented.
  - create a wiki page with initial general project agreements

# Reading Materials

- Lean Validation Playbook: <https://guides.co/g/the-lean-validation-playbook/60783>
- Startup Playbook <https://playbook.samaltman.com/>
- Thoughtbot Playbook <https://thoughtbot.com/playbook>
- Meta Principles I Learned from Running Lean.  
<https://blog.leanstack.com/meta-principles-i-learned-from-running-lean/>

**Thank you!**