

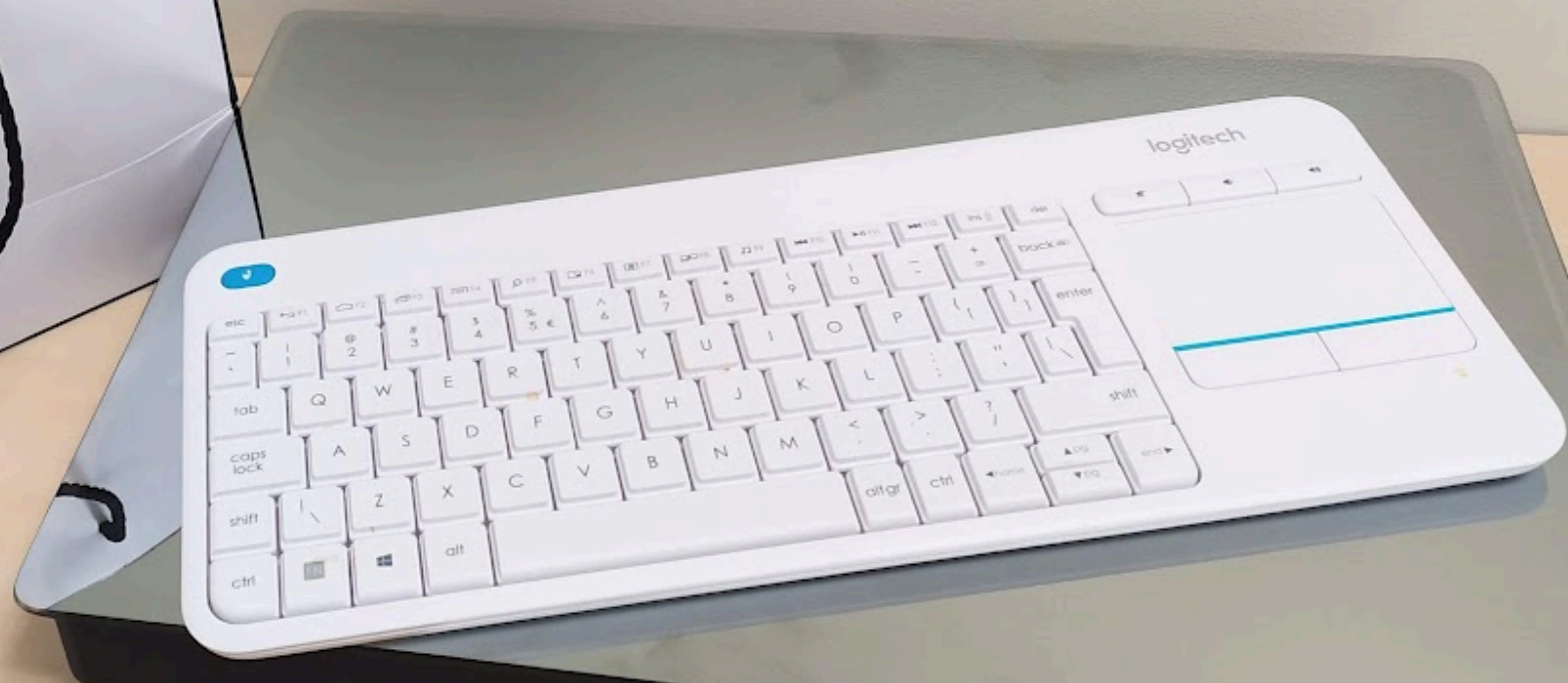
ITI8740/ITX8522: Software Development Team Project. 2025

02. Team Formation.

Teamwork

Martin Verrev

martin.verrev@taltech.ee



Today's Agenda

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

When speaking publicly:

- Do not worry and 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
- Do not worry and 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

Teamwork:

1. Understand Yourself

2. Understand Yourself & Understand your

3. Understand the Task

Commitment

- Don't let your team-mates down
- Execution – the only thing that matters
- Keep your f*** word

Divide up Roles & Responsibilities

- Developers
 - Backend
 - Frontend
- Team Lead
- (Analyst?)
- (Public face? / Client relations? / Sales Rep)



Commitment

Commitment is Über Important

It Should not be a chore - your passion or lack of it will shine through.

The less your app is a chore to build, the better it will be. Keep it small and manageable so you can actually enjoy the process. If your app doesn't excite you, something's wrong. If you're only working on it in order to cash out, it will show. Likewise, if you feel passionately about your app, it will come through in the final product. People can read between the lines.

From: Running Lean, *Chapter 9*_

<https://basecamp.com/gettingreal>

Learning

- First, just try
- 15min: Google
- 20min: Ask
- Google some more
- Stack Overflow
- Also: Github, Reddit, Hacker News

Teaching & Team Play

- Help others out
- Pair Programming
- Be a team player, don't be a d***
- Have a beer together

Communication

- Be pro-active
- Be on the same page
- Try to help, think along, be constructive
- Manage expectations
- If s*** hits the fan, communicate

What is the End Result

- Analysis - an understanding with the client
- Light vs Heavy analysis and documentation
- Just some text vs tools and methodologies
- Mockups vs a Prototype
- Paper Prototyping (there's an app for that),
- Fluid UI, etc
- Output: task list

Plan

- Make the client to prioritize
- Divide the Project up into smaller pieces
- Try to estimate the pieces
- Work effort based on tasks
- Calendar time
- Create a plan (the initial plan always fails)

What does the Client Want

Communication is Über Important

The understanding can change in time

Feedback from the Customers & Supervisor

- Supervisor and customers must be involved
- Proactive communication
- Make (FORCE) the client to review your work
- Stay on the same page
- Course correct

Iterations

- Repeating cycle
- Work and feedback routine
- Focus
- Detect & Learn from your mistakes.

Choose Your Process

- Processes by the book: RUP, XP, Scrum
- By the book seldomly works.
- Weekly cycle – plan, build, review
- Daily cycle – Standup / PPP

Personal Process / Routine

Everybody

Track your Time and Taks

Developers

- Test your Code
- Don't commit broken code
- Review (diff) other's commits

Personal Process - PM

- Project manager – Feel the Pulse
- Meetings – end with TODO's and Commitments
- Follow up the commitments
- Communicate with the client
- Adjust plans

Set up Tools

Communication Channel

Create an IM (Slack) chat

Code Repository

- Teamwork implies Code Repository
- Set up Gitlab

Task / Issue Tracker

- Use Gitlab issue tracker
- Set up Kanban board: Simple TODO/Doing/Done board works.
- Track the progress
- Visible to the client and the whole team

Kick-off

- Start with a Kick-off meeting
- Make sure everyone understands the process
- Divide tasks (volunteer basis)
- Start the development cycle

Process is not God

- Modify the process during the project
- Throw out practices which do not work
- React to problems, find better practices

Assignment for September 18 (1/2)

- Have a kick-off meeting amongst team and decide on the project you want build.
- Create project at Gitlab: <https://gitlab.cs.ttu.ee/>. Name the project as `ITI8740_25_<team_name>` .
- 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)
 - A page with general project agreements (See previous slide)

Assignment for September 18 (2/2)

- Set up issue tracker on Gitlab
 - Create a Kanban board at with TODO / INPROGRESS / DONE the least.
- Read Chapter 1 "Running Lean Roadmap" from "Running Lean" book. The free version can be found at <https://danielpandza.wordpress.com/wp-content/uploads/2013/01/running-lean.pdf>

HOWTO: 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

HOWTO: 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?

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://medium.com/lean-stack/meta-principles-i-learned-from-running-lean-28df02489265>

Thank you!