**Team Project Individual Report. (Advice notes)**

Abstract – To do once the report is complete, normally about 200-300 words

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Introduction

Research/Theory – How a team should function according to these different sources/references about team based theory.

e.g. Belbin, Mottram(theory on team roles)

Tuckman (forming, storming and norming)

Maslow’s hierarchy of needs

Team structure/company structure

Team roles/ skills and aptitude

HR policy and procedures

Ethics

SWOT

The games industry/ publisher studio relationships/market research, mintel etc

Project scoping/MoSCoW

Project management/scheduling/version control/critical path/risk management etc

Task allocation

Motivation

Methodology – Development of the project. According to these different methodologies which one did we use (if any)? Talk about pro’s and con’s about each one and relate to how we should of used it etc. *REFERENCE* **REFERENCE** ***REFERENCE***

Software development process

Waterfall method

Iterative development

Communication

Problems encountered and solutions you implemented

QA testing

Conclusions and recommendations

Critique/discussion of your process and results,

Did you meet all your milestones? Over-scoping? Was there any feature creep? Design changes during development? Effective team structure?

Reflective statement - What could have gone better and why, what would be changed etc

What went right/wrong how could you do it differently?

What have you learned?

**Themes: (these are examples, you don’t need to cover them all just those relevant to you)**

*Highlighted are the ones that I would recommend are relevant to ours*

**Leadership**

**Communication**

**Attendance**

Quality assurance

**Capability of team members**

**Time management**

**Punctuality**

Social media

**Work flow**

**Work ethic**

**File management**

**Version control**

**Team structure**

**Professionalism**

**Scope**

**Code style**

**Project management**

**Redesign of project**

**Team working/ bonding**

Ambition

Availability for meetings/ distance working

Team Project Individual Report

**Abstract**

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**Introduction**

**Communication (typical layout follows)**

Intro - State why communication is important in a team environment

*"Team communication is one of the key factors behind a well run team, if communication is poor then the team will start to disintegrate and, in certain cases, disband. When looking into communication there are two factors that can be looked into, first being the use of communication in face to face discussions the other being over the internet either by emails or social media."*

Break down of these different methods using **references** whilst comparing it to the experiences from this year using relevant terminology (p.s this is the Methodology section!)

Conclude what was found out.

Reflect on what went wrong, how it could have gone better and what did you learn from it.

**Rinse and repeat for whichever four themes you choose**

**Use Summons to get references**

https://library3.hud.ac.uk/summon/

More relevant references mean more marks!

Team structure references

* Belbin/Mottram's theory on team roles
* Crawford and Lepine - A Configural Theory of Team Processes