

On MEC309 Laboratory Teamwork

You must learn to work as a group or team in the laboratory lab sessions, as well as lab report preparation and writing. Engineers always work as teams in the real world, due to complexity of projects and multi-discipline requirements. Therefore, this is the chance for you to learn how to effectively work as a group.

The following are some points which may be helpful for effective teamwork:

- **Have a team leader or coordinator.** He or she will be the contact person to every team member through e-mail or phone. In this case, whenever a meeting is called for preparing and writing a report, every member can be contacted easily by the leader or coordinator. He or she will make sure that the deadlines are met by each individual.
- **Have clear tasks and deadlines for each member.** A report can be completed more effectively with least time if it is broken into small and specific tasks for every member. All the information, data, calculations and writings of each task will be combined to complete one report, according to the deadlines.
- **Have good communication among members.** Communication at all levels are important as you need to pass and share information, data and calculations.

Hints:

- Each lab session is booked for 2 hours. If you finish a lab experiment early, you may want to start working on the report right away when all team members are still together. While you are working on the lab report, you may discover that you might have missed some of the important observations/measurements for discussions/calculations. Hence, you still have a chance to re-do part of the experiment before the closing of the lab.
- Your textbook contains most of the materials for theory and discussion. The lab manual also list relevant references of each lab for more details and materials.

Sometimes, you may have a non-team player (i.e., one who does nothing to contribute) in your group, you may want to talk to the individual and resolve the problem as quickly as possible. If the problem continues, let him or her be. **On March 31, when everyone submits an overall evaluation on his or her contribution to preparing and writing lab reports, as well as an overall evaluation on every teammate in his or her group, it is the judgment day! I will give an appropriately scaled overall lab mark to each student, according to overall evaluation (in % contribution) from his or her teammates.**