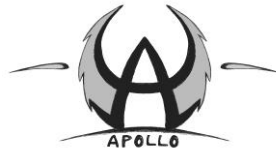


Team Apollo

Process report



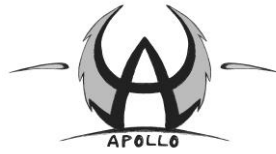
Process report

In our team, we divide all the planned tasks that has to be done within a few weeks at the weekly team meeting. Every task is given to one or two team members, these members are responsible for that specific task. He/she has to make sure the task is finished at a given date. Of course, the team member(s) can ask for some other team members to help him. Each meeting, we tell the others which progress we have made with our task and let them control what is done. We think this approach works very well because the project proceeds and we are on schedule for the moment and no other problems have occurred. Our reports for the deadline of week six will be finished by Friday and we are working on the design of our car. We already started with the enterprising and educating part too.

In our plan of approach, we mentioned our language difference would be a possible bottleneck. We wanted to work together as one team and not split up in two different groups. After six weeks, we can conclude we did not achieve this objective successfully. During meetings and for example the solar panel measurements, we actually can work as a team. But until week six, the tasks mainly had to be done in small groups, the task division arranged itself in that way, there were 'no mixed' groups (with mixed, I mean Belgians and Chinese in one group). But this makes sense, the task division was voluntary, everyone could do whatever he/she wanted (as long as every task was occupied). Off course, everyone wants to work with the person he/she knows the best. Automatically, you end up with no 'mixed' teams. Another factor for this group division is, although everyone does his very best, there is a language problem. We can't deny it, during meetings there are often problems or misunderstandings. Off course, this is normal, you cannot expect everyone speaks English as good. But due to this problem, we rather choose to work with a team member who speaks the same language. It is logical, because working together with someone who speaks the same language is more efficient, there are less misunderstandings and you save a lot of time.

But now these reports are finished, we can concentrate on the design and building of the car for a while. Apart from the language problem, we obviously can work on this tasks together as a team. We all have the same desire to build a very decent SSV so we believe this 'non mixed' situation will improve significantly because we have the same goal to work for.

For now, this language difference maybe is a problem, but it will be very helpful for our further career. Apart from the fact our English will improve, we learn how to communicate when it is not easy, this will help us in future projects. Though, the Flemish teams have a large advantage compared to the mixed teams because they can communicate in their own language. But this is a motivation for us to defeat them.



We also thought there was going to be a problem with our time management. Because we had to combine five different schedules, free moments for our whole team are rare. After six weeks, this problem has not been a big problem. Our weekly team meeting is sufficient to make sure everything is finished in time. Our Dropbox account is a tool to keep updated for the newest documents and because we work in small groups with those who have the same schedules, it is easier to get everything done. But it might get a little more difficult in the future. During the design and building of our SSV, we cannot work apart, we have to work together. Finding a moment that suits for all team member will be major problem. A solution could be Doodles, at this way we can pick out moments when the most members of our team can work on our SSV.

Last meeting, we evaluated how well the task division for this deadline was done and if everyone was happy about the functioning of our team. Like we all expected, Jianlei mentioned the task division was out of balance. For this deadline he, Yu and Ziang did the biggest part of the deadline. Because they always volunteered to do a certain task, there is no 'friction' in the team. Off course, the others knew they did not as much work as Jianlei, Yu and Ziang, that is why we expected it. In contrary to Jianlei, Yu and Ziang, Shen was a little bit shy and quiet during this six weeks. But she will try to participate more during meetings and engage herself.

In the future, we will have to take care the task division is done well (even if someone volunteers for a lot of tasks).