Lecture 4

Where are we?
Where do we want to be?
Preliminary research due Jan 30

From Each Team

Have you spoken to someone who can critique project?

What have you learned from the conversation?
Hypotheses

After your initial research, Write down
1. Vision Statement
2. Hypotheses
Vision Statement- some thoughts

- Our product will serve... And produce an improvement in ability to... Resulting in an improvement of. .(%) .to perform the . . . function. This will enable the user to perform functions such as... 

- We estimate that the product will help. .people world-wide
Hypotheses some thoughts

• Some assumptions as to what will be accomplished by the project and why

The project will be accomplished by the end of the quarter providing a working model

Vision Statement and Hypotheses due Jan 30
Some guidelines for Team discussion.

- Decide on your objective
  - Why are you here?
- Choose roles
  - Who does what on team
  - Suggestions:
    - Time keeper
    - Scribe
    - Leader (Define)
- Choose means of communication
  - e.g. e-mail, phone, file sharing/online hosting or web-site, face-to-face
- Times for Meetings
Some guidelines (Hard but Important)

• Write down agreements and disagreements
• Write down actions and plans for resolution
• Write down all “action items” (what, who, when)
• Review action items beginning each meeting
• Try and invent new ways of interacting
Guidelines (cont.)

• For meetings
• Show up
• Show up on time
• Take process breaks periodically
• Are you sticking to an agenda or are you wandering off the subject?
• Do you have an agenda?
• Is everybody contributing?
Rules

- Write down your “rules”.
- Everybody signs
Test of team effectiveness

- After First and Second week
  - Ask yourselves
    1. What are you doing really well
    2. What are the emerging issues?
    3. Have you addressed them?
My experience at Caltech (n=58)

• Best teams- *commitment, respect and integrity* (most important!)
• A product that people believe in
  (helps but less important)
• Similar backgrounds
  (least important)
Class Exercise
- your first meeting

• Introduce yourselves again if necessary
• Decide on ground rules
• What you will do
  – When a team member is not participating?
  – When you are having trouble agreeing?
  – When the goals are seen as not-reachable?
  – Other Issues?
1. A team member is having difficulty participating?
2. You are having trouble agreeing?
3. If the Team goals are seen as not reachable?
4. What other problems do you anticipate?
Assignment for Feb 6

• Write down your Team’s rules. Everybody signs
Assignment for Feb 6

• Give your Team a name
Mission Statement

• A Formal Summary of the aims and values of a company, organization, project of individual
Assignment for Feb 6
Mission Statement

• Brief (one sentence) description of the product
• Key business goals
• Target market for the product
  – Primary
  – Secondary
• Assumptions that constrain design
• Stakeholders
Prototyping- to be discussed next

A **prototype** is an early sample, model, or release of a product built to test a concept or process or to act as a thing to be replicated or learned from.\[1\] It is a term used in a variety of contexts, including semantics, design, electronics, and software programming. A prototype is generally used to evaluate a new design to enhance precision by system analysts and users.\[2\] Prototyping serves to provide specifications for a real, working system rather than a theoretical one.\[3\] In some design workflow models, creating a prototype (a process sometimes called **materialization**) is the step between the formalization and the evaluation of an idea.\[4\]