



Project Experience Feedback

Do's

Teamwork:

- Make meeting agenda
- Decide team structure as early as possible
- Keep in touch with the HDA
- Decide for a team leader, who will be mainly responsible for work distribution and administration
- Discuss the progress and the new tasks

Customer relations:

- Meet on a regular basis with the customer
- Try to get a clear idea of the requirements

Working methodology:

- Decide early and stick to a proper development process model
- Divide the team in groups responsible for different tasks
- Decide the way for an efficient online communication

Misc.:

- Consult with the tutors regularly
- Rehearse the presentations a few days in advance

Don'ts

Teamwork:

- Do not put too much responsibilities to one person
- Try not to postpone or cancel meetings
- Don't underestimate the advantages of writing meeting protocols

Customer relations:

- Don't hesitate to renegotiate the project requirements if you have to
- Don't leave the customer out of the development process
- But don't bother the customer with each decision you make

Working methodology:

- Don't postpone all the work to the last moment
- Don't focus on the details too much

Misc.:

- Don't underestimate the time needed to prepare the documentation
- Don't forget to adjust your timetable regularly