Efficient programming in a team

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Communication

- Different forms:
  - Full-blown presentations
  - Informal meetings, progress reports
  - Online chat, IRC
  - Mailing lists
  - Commit messages in svn

- Different situations require different forms of communication!
Useful communication rules

- Listen actively
- Consider every idea
- Communicate efficiently: Think before you speak!
- Tribute to whom tribute is due!
- Criticism should always be constructive
- Ask for help if you're stuck
- Don't bypass your teammates
- Don't blame others when something goes wrong, but search for a solution!
Planning + distributing work

- Set your goals
  - *When is the work finished?*
- Identify work packages (*milestones*)
  - Set deadlines
- Identify skills and preferences in the team and distribute work accordingly
- Check progress regularly
- Identify bottlenecks and help each other out
Give your teammates feedback
  - Be positive and polite
  - Thank your teammates explicitly!
Critically reflect your own behavior in the team
  - Take feedback from others seriously
Assess team performance in retrospect
  - Think about improvements
Ask for feedback
Resources

- Twelve Team Tips
- How to work as a team
- How to be an effective team member
- How to be an effective team leader
- The most valuable resource may be experience