

Efficient programming in a team

Michael Schmuker

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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

Feedback

- 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