Coaching CS Capstone Teams to Help Them Achieve Their Goals

 ROLE of team coach:

The purpose is to help the team, and individual team members, function at their peak, in order to make the best use of their time and talents, and achieve their goals for their capstone project.

The coach will help the team:

- be more efficient with time spent
- be more effective at harnessing team talent to create a great solution
- earn as much as possible from this experience.

The second order benefits are

- students will learn techniques for improving team functioning
- students have the opportunity to accelerate their personal development through 1:1 coaching

Coaching Protocol

Meeting 1: Team launch conversation
- **When:** By September 28th
- **What:** A meeting that is solely focused on getting the team off on the right foot, from a team dynamics perspective. Process is one of introducing team members, discussing what team members would like to accomplish (project and personal); discussing individual strengths and weaknesses; establishing team functions/roles, behavioral norms, and high level “quick start” plan.
- **How:** Coach will coach the team thru the Team Launch Conversation Guide.

Meeting 2: Tweak Action Plan and Team Process
- **When:** 7-14 days post Meeting 1 (specific date arranged by team + coach)
- **What:** A meeting where the coach and the team tweak the teams action plan and team process based on first 1-2 weeks of experience with the project. Refining for optimal performance is the outcome!
- **How:** Coach will facilitate a conversation around reflecting on what has been learned from class and teaming experiences; then facilitate the teams incorporate of that into team roles/norms and action plan
** Coach 1:1’s with team members to help them develop a personal developmental goal and simple experiential action plan to help them improve upon their individual teaming skills. Times to be set up individually between team members and coach.

Meeting 3: POST Green Light check-in and recalibration
- **When:** within 7 days of receiving “green light” from professor (nlt Oct 30)
- **What:** A meeting where the coach helps the team debrief their mid-point survey results regarding team functioning; identify their "low hanging fruit" for improving team functioning, and choose two actions to take to improve team functioning.
- **How:** Coach will follow the Team Check-in and Recalibration process

Meeting 4: Prep for Walk Through Meeting
- **When:** No later than Nov 16
- **What:** Coach helps the team prepare for their Walk Through meeting with the professor. Ideally the team presents to the coach in a mock walk through; the coach facilitates discussion of final changes needed before the actual walk through.
- **How:** Team coaching model

**Beyond the protocol and meetings noted above, coaches will also:**

- Coach will proactively stay engaged with team between meetings via emails or texts; sending ideas, interesting readings, and "nudging" team members to keep at whatever their individual and team goals are.