

TEAM ORGANIZATION

***WHO'S WHO AND WHAT'S WHAT?**

- 1) ROLES AND RESPONSIBILITIES.**
- 2) ACTING AS A TEAM.**

***IT'S WHAT TIME?**

- 1) YOU ARE LATE.**
- 2) TIMING PLAN.**
- 3) TOMORROW NEVER COMES.**

***WHERE DO WE GO FROM HERE?**

- 1) ROBOT IS DONE. NOW WHAT?**
- 2) LOGISTICS.**

***WHAT IS SUCCESS?**

- 1) HOW DO YOU MEASURE WINNING?**

WHO'S WHO AND WHAT'S WHAT?

1) ROLES AND RESPONSIBILITIES:

a) Break your team down into sub-teams.

- **Mechanical Team**
 - **Mixed grade levels.**
 - **Experienced people teach new members**
 - **Everyone should have an assignment and be held accountable.**
- **Electrical Team**
 - **Same as about.**
 - **Requires studying and planning**
 - **A neat layout is less trouble to fix**
- **Pneumatics Team**
 - **Same as Electrical**
- **Prep and Finish Team**
 - **Clean and mark material. Set up tools organize area for efficient work.**
 - **After parts are made and fitted, remove and clean prep, paint or polish parts for final assembly.**
- **Logistics and Material Control.**
 - **Weight management. Know how much each part weighs. Estimate what total weigh will be.**
 - **Track materials needed to build. Assist in ordering and administering material.**
 - **Get thing to where they are suppose to be.**
- **Web Master and Rules.**
 - **Monitor the FIRST sign for updates and blogs.**
 - **Read the rules and make sure everyone is building within those guide lines.**
 - **Research and order parts.**
 - **Keep a log of parts, weights and components (BOM).**
 - **Record historical data on the team.**
- **Art and Support.**
 - **Uniforms, logos and art work for team.**
 - **Painting or polishing parts.**
 - **School interface. Bulletins. Posters etc.**

2) ACTING AS A TEAM:

There is no "I" in team. Not always are you going to have everything your way in a team effort. If the team collectively or by majority has decided to do something, but you don't agree, you have to go with the team.

Keep each other on task. You can have fun and joke around and still accomplish the task at hand. Always keep each other moving forward to the end result.

If you have someone that disrupts the flow all the time or is not working on their give task. Discuss the situation with that person and correct the issue or move the person to another task. Some times a person may not be suited for a given task and the only way to find out is doing it.

Ovoid conflict. If a person is a constant distraction or seems to always be looking for an argument, look for a passive solution. Last resort is to have the person removed from the team. If you have ever heard of "one bad apple will ruin the bushel", this program will prove it. A disruptive person will drain the energy right out of a team.

Remember, You are here on your own accord. You can leave when ever you want to. No one will force you to be on a team.

IT'S WHAT TIME?

1) YOU ARE LATE.

a) **The one think you must keep in your mind always.**

YOU ARE LATE!!!!!!

b) **If you do not have Roles and Responsibilities done now.**

You are late.

c) **If you do not have your action plan ready.**

You are Late.

d) **If you haven't been meeting and organizing by now.**

You are Late.

2) TIMING PLAN.

a) **Week one.**

- **Develop a strategy.**
- **Concept and design.**
- **Start prototype.**
 - **paper, wood, tinker toys or metal.**
 - **If you use metal, this becomes your backup practice bot.**
 - **Remember, that what you come up with becomes the end product. Only if something will not work, do you change directions.**

b) **Week two**

- **Finish prototype.**
- **Relay vital information to electrical and pneumatic teams**
- **Start programming to function motors, etc and auto modes**
- **Start electrical and pneumatics bread boards.**

c) **Week three**

- **Start competition bot.**
- **Use the prototype as your example.**
- **Electrical and pneumatics teams use prototype for packaging and placement.**

d) **Week four**

- **Set this week as your finish week.**
- **By the end of the week you are testing all systems and ready for tear down.**

- **Make sure everything works. After painting and fluff and buff and re-assembly is where you fine tune for competition.**

e) Week five

- **Paint, clean and re-assemble.**
- **Test and tune.**

f) Week six

- **Practice test and tune and ship.**

Remember, These are suggestions and you may not be able to stay on track. If something can go wrong, it probably will. You have to stay focused and resolved to staying on this guideline. The more practice you can afford the drive team the better you will do at a competition.

3) TOMORROW NEVER COMES.

This rule has put most teams in trouble. If you say we will get something done tomorrow or on the weekend, think about what could go wrong. Extra homework, big test, school closed because of snow and a couple of hundred other things could happen. If you can do it now, do it.

WHERE DO WE GO FROM HERE

1) THE ROBOT IS DONE. NOW WHAT

- a) Use the prototype as a practice robot.
 - Gives the drive team practice.
 - Listen to what they have to say and work toward a flawless operation
 - The more practice they have the better.
- b) Record any changes that have to be made to the competition robot at your first event.
 - Changes in programs.
 - New auto modes
 - Control placements or switch changes.
 - Component improvements.
- c) Make spare parts or new parts necessary as long as you stay in the rules.

2) LOGISTICS.

- a) Is the pit area ready.
- b) Are uniforms ready.
- c) What is everyone going to do at the competition?
- d) Hotel and travel arrangements.
- e) Meals.
- f) Code of conduct.

All of these are things that have to be done and can be done without the rules being violated. And you thought you were done.

YOU ARE DEFINITELY LATE.

WHAT IS SUCCESS?

HOW DO YOU MEASURE WINNING?

Trophies and awards are great. They say you won a competition or you have been recognized for an accomplishment. You did good.

Well, that is a matter of opinion. Some will say you are good, some will say you were lucky and still others will say you cheated. Also, these things will not even be around when you are a hundred years old. They will have gotten stolen or lost. Then what?

I would suggest to you that winning or success is not measured in trophies and awards, but in what you accomplish and learn.

If you set your goals high but do not achieve them always, is that a failure?

Did you learn something along the way? Did you work together as a team?

Did you make a new friend, learn a new custom or culture? Did your robot hit the field and run. If you can say yes to even one of these things, then you have already won. You and your team mates have accomplished true success.

Losing only happens when you give up and quit. Running away or not taking action on something is what causes failure.

Be a success. Grab this bull by the horns and make it yours.

FAILURE IS NOT AN OPTION.

Have fun and good luck.