

## *A.I.S. Class 4: Outline*

- A.I.S. Registration Process
- Group Assignments
- Working in Teams
- Group Exercise
- Group Contracts
- A.I.S. Group Projects
- Group Work for Chapter 1

## *A.I.S. Registration Process*

- Some students did not register at all
- Many students did not provide all the required information
- Students who were not registered by the deadline must still register in order to receive any credit for the course

## *A.I.S. Registration Process*

- 96 forms were completed
- there were no blanks (first year ever!)
- there were no duplicates (first year ever!)
- 2 A.I.S. students did not register
- 98 students are enrolled in A.I.S.
- 5 students are taking I.A. but not A.I.S.
- 4 students are taking A.I.S. but not I.A.

# *A.I.S. Registration Process*

- Of the 96 AIS students who registered:
  - \* 1 entered hyphens in the ID#
  - \* 1 did not think he was in any section of AIS or IA
  - \* 1 entered the wrong IA section
  - \* 1 entered wrong AIS and IA sections
  - \* 7 more were IA students who entered no IA section
  - \* 1 person is signing attendance sheets in 2 IA sections
  - \* But, again, this year, everyone who registered was either Male or Female!

## *A.I.S. Registration Process*

- The following students still need to register if they plan to take the class:
  - \* FARLEY, Shannon
  - \* KIM, Han

# *Group Assignments*

- See the class Web Site:

On the Accounting Information Systems  
2000 page, select “Groups”

by the end of the day

# *Working in Teams*

- We work in groups
  - \* to obtain better solutions
  - \* to solve larger problems
  - \* to play to the strengths of individuals rather than their weaknesses

# *Working in Teams*

- Groups exist as collections of people with
  - ◆ collective perception
  - ◆ needs
  - ◆ shared aims
  - ◆ interdependence
  - ◆ social organization
  - ◆ interaction
  - ◆ cohesiveness
  - ◆ membership

# *Working in Teams*

- Groups need to
  - \* regulate their boundaries
  - \* maintain and develop inputs
  - \* maintain and develop outputs
  - \* control their activities
  - \* integrate their activities

# *Working in Teams*

## ■ Group properties of interest

- ◆ background
- ◆ participation pattern
- ◆ communication
- ◆ cohesion
- ◆ atmosphere
- ◆ norms
- ◆ sociometric pattern
- ◆ structures and organization
- ◆ procedures
- ◆ goals

# *Working in Teams*

## ■ Group Development

- \* FORMING
- \* STORMING
- \* NORMING
- \* PERFORMING
- \* ADJOURNING

# *Working in Teams*

## ■ Group Processes

- \* ask members to state feelings about group and its task
- \* ask members what they want to do more of and less of
- \* ask another group for feedback

# *Working in Teams*

## ■ Group Processes

- \* how are ideas generated and evaluated?
- \* how are tasks apportioned and delegated?
- \* how are decisions reached?
- \* how are conflicts identified and resolved?

# *Working in Teams*

## ■ Group Processes - “group think”

- ◆ illusion of invulnerability
- ◆ shared stereotypes
- ◆ rationalization
- ◆ illusion of morality
- ◆ self-censorship
- ◆ pressure to conform or agree
- ◆ illusion of unanimity based on silent consent
- ◆ filtering out or eliminating information

# *Working in Teams*

## ■ Group Processes

- \* How does the group determine its tasks or agenda?
- \* How does it make decisions?
- \* How does it discover and use the resources of its members?
- \* How does it co-ordinate members, sub-groups and activities?
- \* How does it evaluate its work?

# *Working in Teams*

## ■ Group Participation

- ◆ seeking ideas
- ◆ seeking clarifications
- ◆ seeking reactions to proposals or suggestions
- ◆ suggesting ideas by questions
- ◆ seeking other information
- ◆ proposing ideas
- ◆ building on ideas, suggesting or integrating
- ◆ consensus building

# *Working in Teams*

## ■ Group Participation

- ◆ supporting and encouraging
- ◆ standard setting
- ◆ stating difficulties
- ◆ disagreeing or criticizing
- ◆ summarizing, clarifying, explaining, repeating
- ◆ interrupting, cutting in, speaking over
- ◆ gatekeeping
- ◆ expressing group feelings
- ◆ releasing tension

# *Working in Teams*

## ■ Bad Group Participation

- ◆ dominating
- ◆ manipulating
- ◆ blocking
- ◆ belittling
- ◆ distracting
- ◆ splitting
- ◆ excluding

# *Working in Teams*

## ■ Evaluating Group Activities

- ◆ members have agreed on goals?
- ◆ members have agreed on rules?
- ◆ group has responded to members' moods?
- ◆ group has listened to members' ideas?
- ◆ all group members involved?
- ◆ friendly and open, inviting criticism or exposure?
- ◆ group has confronted obstructive members?

# *Working in Teams*

## ■ Evaluating Group Activities

- ◆ group has discussed areas of difference?
- ◆ group has evaluated progress towards goals?
- ◆ group has decided on task and follow up work?
- ◆ group leader (if any) encouraged discussion first before presenting ideas?
- ◆ group leader synthesized ideas and summarized?
- ◆ group leader determined whether members agreed or are ready to move on?
- ◆ group leader did not dominate nor group defer unduly?

# *Working in Teams*

- Grading will be based on work product and peer evaluation
- Peer evaluation will address:
  - \* attendance
  - \* participation in discussions
  - \* attitude towards the group and its tasks
  - \* contribution towards group's workload and task performance
  - \* compliance with the group's own code of conduct

## *Group Exercise*

- Working *individually*, read the material regarding the emergency in the “Human Behavior in Confined Spaces” research project, and determine in what order you would try to rescue the volunteers
- You have ten minutes for this exercise

## *Group Exercise*

- Working *in your new groups*, decide by unanimous consensus on the order in which volunteers will be rescued. Procedures for by-passing consensus, such as majority votes, are not permitted
- You have 15 minutes to make the decision, by which time the life-saving equipment will have arrived

## *Group Contracts*

- Groups will write their own codes of conduct for appropriate behavior
- Verbal and written warnings may be given, leading to a move to dismiss a non-complying group member
- Group contracts will be filed with Professor Gillett, who will act as mediator if required

## *Group Contracts*

- Working in your new groups, discuss the responsible behaviors that group members are expected to exhibit, which will be incorporated into the group contracts due September 25

## *A.I.S. Group Projects*

- Each group should select a local business as the basis for this semester's group project
- You will be asked to document its existing purchases, conversion and sales processes, and then to design and implement an event-driven database system to replace them
- Detailed information is provided on the course Web Site

## *A.I.S. Group Projects*

- The business should therefore be large enough to be challenging but small enough to be completed with reasonable group effort
- The business will need to have complete purchase, conversion and sales cycles: small retail organizations are often not suitable
- By October 2 you must submit the name of your proposed client, together with the name, address and telephone number of a client contact and a letter agreeing to participate in the

## *A.I.S. Group Projects*

- It is essential that the business participating in your project understands that you are students and will not be acting as consultants, although you may if you wish agree to give them a copy of your completed project

## *Group Work for Chapter 1*

- Discuss the narrative and flowcharts in the Chapter 1 Appendix for manual sales and collections cycles
- Groups will be asked to present their solutions in class