All members are from the a Bachelor program. We have similar set of skills.

Faculty Team (4 members) : Chris, Linda, Jessica, Peter

Coordinator Sara

Communication Tools:

Shared PowerPoint file

Teams

Fourth Year Student: Nicole

Patterns and Gaps

Working well:

Using Teams for virtual meetings works well for discussions and sharing document using screen shared. Working collaboratively on the same document allows for everyone to edit and also see other people

Program Assistants: Susan and Diane

Patterns and Gaps:

Not working well:

Technology issue due to internet connection. Lack of diversity. All faculty members and students have the same background.

Project Description: Our project involved collaborating as a team to create an introductory PowerPoint presentation on the subject of Artificial Intelligence (AI) and its associated implications. This presentation was intended for use in the classroom to introduce students to the exciting world of AI.

Key Team Members: Our project was undertaken by a team comprising four faculty members, all possessing similar backgrounds and skill sets, along with the program coordinator for the Bachelor's program. Additionally, we welcomed a fourth-year student who was in the process of crafting her thesis on this very topic. To further bolster our team, we enlisted the assistance of two program assistants. Their primary responsibilities revolved around incorporating relevant information into the PowerPoint presentation and carefully considering the feedback provided by the faculty team.

Collaborative Methods: For our virtual meetings and discussions, we utilized Microsoft Teams, which proved to be an invaluable platform. Teams allowed us to engage in in-depth discussions, conduct brainstorming sessions, and simultaneously collaborate on the same presentation file via screen sharing. In between our scheduled meetings, we maintained seamless communication through emails and continued to edit the presentation using Teams, ensuring that all members had the ability to review and make necessary edits to the document.

Enhancements and Future Considerations: To enhance our project processes and ensure future endeavors are even more successful, we recommend two key improvements. First, diversifying our team composition would be beneficial. In particular, it would be advantageous to include members from other disciplines who might possess a deeper understanding of generative AI tools. Furthermore, adding a team member with expertise in technology would be advantageous as it would enable the integration of interactive tools and visuals into our presentation, enhancing its overall quality and impact.