Assignment 2: Collaboration Plan

Group 3: DESIGNOSAURUS REX

Name	Student ID
Kajal	461853
Deepanshi	456807
Felipe Alves Barbosa	446597
Lovekesh Singh Parihar	457722
Kailan Bates	460422

School of Technology, Bow Valley College

DESN2301: User Experience Design-24JULMNAT1

Instructor: Jimmy Wong

July 26, 2024

Team Member Section

Kajal

Student ID: 461853

Critical Communications Method: Microsoft Teams

Superpower: Mind Reading

Value Proposition: I am dedicated to fostering effective teamwork and delivering top-notch results. With my mind-reading ability, I can intuitively sense when teammates need help or encounter challenges without interrupting their workflow. This boosts team morale and efficiency. Additionally, it enables me to gather genuine feedback on project changes or updates, ensuring all voices are heard and considered.

Kailan Bates

Student ID: 460422

Critical Communications Method: Microsoft Teams DM

Superpower: Invisibility

Value Proposition: I believe my drive to accomplish tasks efficiently and correctly will be the most valuable quality I will contribute to the team. Utilizing my invisibility, I can inspect progress and quietly remind team members of assignment rules and instructions. This helps guide all efforts in the correct direction, ensuring the result is polished and accurate.

Lovekesh Singh

Student ID: 457722

Critical Communications Method: Microsoft Teams

Superpower: Mind Reading

Value Proposition: I am detail-oriented and focused on delivering quality work. My mind-reading ability will allow me to sense when my teammates are facing troubles or need assistance without possibly disturbing them, increasing morale and efficiency. This will also help in getting honest opinions or concerns about any changes or updates that are planned for the projects that we are working on.

Deepanshi

Student ID: 456807

Critical Communication Method: Microsoft Teams and BVC email.

Superpower: Self-healing

Value Proposition: I believe my proactive problem-solving, creative mind, and organized work will bring the most valuable qualities to the team. My self-healing ability will allow me to help manage stress, which is useful in a high-pressure environment. A balanced mind leads to creative thinking and problem-solving. My superpower practices can contribute to innovative solutions and fresh ideas.

Felipe Barbosa

Student ID: 446597

Critical Communication Method: Microsoft Teams and BVC email.

Superpower: Self-healing

Value Proposition: As someone with the superpower of self-healing, I bring resilience and a positive attitude to our team. Just like I can bounce back from any setback, I am here to help our team recover from any project hiccups. You can rely on me to keep things running, whether fixing problems, adjusting to sudden changes, or lifting spirits. Plus, my superpower ensures I am always ready to tackle new

challenges without breaking a sweat. Think of me as the team's go-to for maintaining momentum and bouncing back from any obstacles we encounter.

Team Name and Member Roles Section

Team Name: Designosaurus Rex

Team Point of Contact: Lovekesh Singh Parihar

Team Organizer: Kajal

Assignment Editor: Deepanshi

Submission Designer: Felipe Alves Barbosa

Requirements Reviewer: Kailan Bates

Meeting Commitment (ATOL) Section

Our team has committed to meeting every Tuesday and Sunday at 2 pm.

Communications, Accountability, and Decision-Making Section

Communications Plan:

- **Primary Communication Channel:** We will primarily use Microsoft Teams group chat for day-to-day communications. It allows for real-time messaging, file sharing, and meeting scheduling.

- **Secondary Communication Way:** Email will be used for formal communications, document sharing, and meeting invites. Microsoft Teams DMs or calls are reserved for urgent matters that require immediate attention.

- **Meeting Schedule:** Team meetings will be held every Tuesday and Sunday at 2 p.m. These will be used for working on assignments or assigning individual tasks. Additional meetings will be scheduled as necessary based on the assignment workload.

- **Response Time:** All team members are expected to respond to group chat messages at least once a day by the end of the day.

Accountability Plan:

- **Task Allocation:** Tasks will be assigned based on individual preferences when possible, as identified during our initial team meetings. Otherwise, tasks will be divided evenly between team members, focusing on tasks based on their assigned roles.

- **Progress Tracking:** Team members will update their progress on Trello, where they can easily mark a task as in progress or completed. All individually assigned tasks will be given expected due dates. If any issue regarding any individual member's task occurs, that team member will reach out to the group immediately to explain the issue or receive assistance with their task.

- **Peer Review:** Regular peer reviews will be conducted to assess the quality and timeliness of contributions. Feedback will be constructive and aimed at improving team performance.

Decision-Making Plan:

- **Consensus Building:** When we make decisions, we'll aim to reach a consensus among all team members. This means everyone will have a chance to voice their thoughts and ideas. We'll discuss different viewpoints and try to find solutions that everyone can agree on. If needed, we'll be open to making compromises to accommodate different perspectives.

- **Escalation Procedure:** If there's a situation where we can't reach an agreement or there is a decision that needs to be made quickly, we have a process in place. We will conduct a team vote where the majority rules.

- **Conflict Resolution:** Conflicts will be addressed openly and respectfully. We will encourage team members to express concerns early and work towards mutually acceptable solutions. If needed, mediation by the instructor may be sought to facilitate resolution.