

# GROUP WORK CHARTER

: Database Development 2

Project: Nerd Block

This group project is due on April. 3<sup>rd</sup>, 2025 and is worth: 35%.

Name and contact info of group members:

Name	Contact Info
<u>Muhammad Yasir Patel</u>	<u>muhammad.patel1@dcmail.ca</u>
<u>Valentine Sah</u>	<u>valentine.sah@dcmail.ca</u>
<u>Alexzander Saddler</u>	<u>alexzander.saddler@dcmail.ca</u>
<u>Ahmed Naveed</u>	<u>muhammadahmed.naveed@dcmail.ca</u>
<u>Graeme Jeffreys</u>	<u>Graeme.jeffreys1@dcmail.ca</u>

Our Group Topic Is:

NerdBlock Subscription Service

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## Member Self-Reflection

Student Name	The Strengths / Skills / Interests I Bring To This Project Are:
<u>Alexzander Saddler</u>	<u>Settig up and starting projects.</u>
<u>Muhammad Yasir Patel</u>	<u>Detail-oriented and good at time management and did really well in my last database class.</u>
<u>Valentine Sah</u>	<u>Teamwork, valuing other peoples opinions with respect. Providing detailed documentation is also a skill that I possess.</u>
<u>Ahmed Naveed</u>	<u>Helping others in need and being a team work player.</u>
<u>Graeme Jeffreys</u>	<u>Communication, teamwork, leadership, motivation, collaboration.</u>

## Group Brainstorming & Discussion

**What concerns do we have about this group project AND what solutions can we offer to address the concerns?**

Concern	Solutions
<ol style="list-style-type: none"> <li><u>1. We might not gather all the detail we need from the stakeholders when we talk to them about what the database should do. This can lead to a design and documentation that don't meet they're real needs.</u></li> <li><u>2. We might run out of time if we don't plan tasks well, causing us to rush the final database design and miss important details.</u></li> </ol>	<ol style="list-style-type: none"> <li><u>1. We should have a process for collecting this information. For example, we can prepare a list of questions to ask each stakeholder before we meet with them. We also need to do regular check-ups to make sure we understood the answers correctly. Having one central file (like a shared doc) for meeting notes and updates helps us keep track of changes, so we can fix the design or documentation if needed.</u></li> <li><u>2. We can create a simple project timeline, so we know what needs to get done and by when. We should also meet weekly to check if we are on schedule. If</u></li> </ol>

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	<u>we see we're behind, we can adjust tasks or ask for help sooner instead of waiting till the last minute.</u>
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**What resources / tools will we use to facilitate sharing, document, track and ultimately complete this project? Include an invitation link of some kind for the Professor that will provide access to your project tracker of choice (Trello, MS Project, Asana, etc).**

<u>Trello</u>
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**What ideas do we have to work within our group member's strengths?**

<u>To make sure everyone is on the same page, we will plan team meetings with appropriate notice and use a project management tool to keep track of project progress. This way, everyone will have objectives and understanding of what needs to be done, what's their priority is and how much needs to be done. We may also do small drafts of point form to when we are stuck in order to quickly brainstorm ideas and expand upon them. Using database system where each group member is already experienced with will prevent any group member from struggling to learn new systems. Although every member has their respective tasks, we can still support each other where it's needed. Finally, Peer review, providing constructive criticism to one another is a great way to ensure our project excels.</u>
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**What is an important personal deficit each person have that may affect the group? Identify it here, and commit to overcoming that deficit through this group work experience:**

Student name	Deficit(s) to Overcome
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<u>Alexzander Saddler</u>	<u>I like starting projects, but have a problem finishing them, leading to stressful project management.</u>
<u>Muhammad Yasir Patel</u>	<u>I try to get everything perfect before I move on to different things, which leads me to incomplete projects sometimes because I was too stuck on something.</u>
<u>Valentine Sah</u>	<u>Since we are a group of four members, we all need to align and use the same systems (when it comes to database creation and/or project management). Finding a common ground where everyone is satisfied with the system/app that we choose to move forward with could prove to be a challenge especially for those who may not be as educated within said system. We can each support each other to move past this barrier and help reduce it as much as possible if we select one where everyone is somewhat familiar with/</u>
<u>Ahmed Naveed</u>	<u>Trying to understand each other and helping on what issue or problem that we are facing. Collabrating with the same idea that we are going through.</u>
<u>Graeme Jeffreys</u>	<u>My biggest deficit is time management. I plan to overcome it with dilligent planning. It also helps that databases is my favourite course.</u>

### What are the rules for dealing with a group member who hasn't been communicating?

During the first meeting, everything will be discussed with group members about the project and its responsibilities. If they are not responding to the emails or their contact info, we will talk to them in class as we share the same classes. During the work, if someone is not following the rules and expectations then they will be warned a couple of times and if it did not work the group members will let the professor know to make the best decision about it.

### How frequently should group members communicate/check-in face to face?

Weekly on Mondays in class.

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**How will you ensure that everyone participates meaningfully?**

We will keep track of everyone's progress using a project management tool.

**How will you make sure everyone's contribution is valued?**

We will be using Trello to list tasks for each project and assign names to each item. We want to make sure the tasks each person gets are not just random chores but actual things that matter to our database and its documentation. We also plan to set deadlines in Trello and check back regularly to see if tasks are done on time. This way, everyone's part is important, and they know what they are responsible for.

**Assign the following roles. Each member will be held accountable to their assigned role(s):**

Role	Assigned Student
<b>Facilitator:</b> organizes and facilitates meetings. The facilitator sets the agenda and makes sure everyone's voice is heard.	<b>Ahmed</b>

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<b>Summarizer:</b> summarizes what was discussed in each meeting. The note taker also outlines the next steps for the project after each meeting, including who's responsible for what.	<b>Alexzander</b>
<b>Note Taker:</b> takes meeting notes. The note taker is responsible for posting the notes somewhere group members can access.	<b>Valentine</b>
<b>Progress chaser:</b> follows up with group members to ensure that things move forward. The progress chaser is responsible for making sure everyone stays on track.	<b>Graeme Jeffreys</b>
<b>Timekeeper:</b> the time keeper is responsible for making sure everything happens according to the schedule. This includes reminding everyone how much time is left in meetings, as well as the project as a whole, and what's left to be done.	<b>Yasir</b>

**If by Jan. 13<sup>th</sup>, 2025, we are not satisfied with the dynamic of the group, or the amount and quality of work that has been completed, we agree to attend Campus Conflict Resolution Services.**

**Enter your name and apply your digital signature or sign below as an acknowledgement that you are agreeing to the details entered into this charter including the timeframe for visiting the CCRS on campus.**

<b>Student Name (Print)</b>	<b>Signature</b>
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<u>Alexzander Saddler</u>	<u>Alexzander</u>
<u>Muhammad Yasir Patel</u>	<u>Yasir</u>
<u>Valentine Sah</u>	<u>Valentine</u>
<u>Ahmed Naveed</u>	<u>Ahmed</u>
<u>Graeme Jeffreys</u>	