Group process

**Design decisions**

**Work Plan**

To streamline the group process we needed a Work Plan. We started this Work Plan with the inventory of the goals and objectives of each phase of the project. For the roles in the group we chose to have them the same as described in /Project Guide Design Based Learning "DBL 2IO70" "Sort It Out"/.

Then we come to the definition of our terms. We chose to have abbreviations of the phases and the tasks. This way we can refer to them without having to waste a lot of space if we mention them multiple times. Also the roles have their abbreviations.

Before we use those abbreviations we first have an inventory of the amount of work and an overview of the main deliverables. The amount of work is given per phase and week in a nifty table. The overview of deliverables contains who's responsible for a certain deliverable and the date and week the deliverable is due.

Then we come to the weekly tables. Tuesday and Friday we have a tutor meeting and we work afterwards till in the afternoon. On Wednesday we have Data Structures in the morning and work on the project afterwards. Those times are included in the tables. Everyone has his column with his role if applicable. For every hour and person it's defined what he will be working on.

With this Work Plan and the collective logbook we're able to have an indication of how much time was spent on each task by each member. If necessary action can be taken based on this indication.

If unforeseen problems arise and the deadline is close, this means we have to work harder. Deadlines aren't easily moved. If someone spends too less time according to the Work Plan it's expected he does his work at home.

**Workday**

For us, a normal workday is structured as follows: we start each workday with a list of items that needs to be done in order to complete the document for that week. The list is written on the whiteboard that is available in the room. Then members are assigned to a task in consultation. After the completion of a task, it is checked off or removed from the whiteboard, and the member that was responsible for it continues to work on the next item of the inventory until there are no more available assignments. Then they will help another group member with their duty. On Wednesday, the document is wrapped up and cross-read. The person that bears the responsibility for the document hands in the current document for feedback when possible. On Friday, the document is updated according to the feedback given by the tutor. Subsequently, the finalised document is cross-read, and handed in by the person responsible for the document.

**Problems**

There was a problem with the group not functioning as was expected. The logbook indicated that some members contributed less than other members. As a result, other members had to compensate for it by spending more time on the project. Therefore, we decided to address this problem in the meetings and to distribute the workload more evenly.

# Conclusion

It is clear from these numbers that we so far overestimated, or under-reported, the amount of work needed for each part of the project. It must however be said that the table above only includes work towards the major deliverables, this means that work on individual assignments (such as the the abstract and maintaining the logbooks) and group talks (to resolve issues) have not been included, leading to an underestimation of the amount of time spent on the project. Either way, it seems that some members have contributed significantly less than others. This has now been addressed in the group however, and going forward we will try to create a more even workload for all.

**Follow-up on conclusion**

On each day that we work according to the work plan, a list of tasks that need to be done is created. Those tasks will be evenly distributed amongst the group. The changes have not been mentioned in the work plan, but are implicitly shown in the logbook. It will be evident in the logbook that for some members, there is a relative increase in the workload.