



COS20001: User-Centered Design

1.3) Group Management

Aim

In this course, our team aims to fully achieve the learning outcomes of COS20001. Specifically, we will try our best to understand software requirements, specifications, and software context of use, moreover, we will also design and build an appropriate prototype user interface using a variety of usability evaluation methods and design solutions. Lastly, we will enhance our teamwork as well as research techniques that will be indispensable to our future academic journey and working environment. Our team expected grade will be HD and we will make every effort to achieve this aim.

Group Profile

Student Name	Tech Skills and Resources	Communication	Group Skills
Đặng Vĩ Luân (Josh)	Teamworking, Programming, Leadership	Talkative, confident with both written and spoken English.	Lead, organize, and prepare resource for the team.
Nguyễn Nhật Huy (Nani)	Microsoft Word/PowerPoint/ Excel, Figma, WordPress.	Talkative, confident with both written and spoken English, good general comprehension ability.	Experienced with group work, will get the job done on time, has an eye for small details.
Nguyễn Đình Nhật Minh (Brett)	Microsoft Word/Excel, Figma, WordPress, Photoshop, Canva	Good speaking and usable writing ability in two languages.	Had great experience working in a group, focus on the big picture.

Trần Bảo Huy (Brian)	Microsoft Word/Excel, Figma (soft-ware design), Adobe Photoshop, Davinci Resolve (photo and video editing)	Talkative and open to new ideas, communicate fluently in English	Previous experience with group work, has the ability to provide detailed feedbacks on other's works
Trần Nguyễn Tùng Lâm (Liam)	Microsoft Word/Excel, Figma Adobe Photoshop,	Talkative and open to new ideas, decent web developing skills, communicate fluently in English	Has the ability to provide detailed feedbacks on other's works

Group Roles

Role	Student Name	Justification
Leader	Đặng Vĩ Luân	Have prior experience in project management, software design, academic literacy, and overall communication skills. Experienced in preparing resources and scheduling works for the team.
Editor	Nguyễn Nhật Huy	Proficient with English, good attention to details, has experience with MS Word and pays attention to template consistency.
Innovator	Nguyễn Đình Nhật Minh	Good at finding out what went right/wrong with the project. Creative about the solutions and method.
Designer	Trần Bảo Huy	Good editing skills and a proper vision for the final product. I can visualize an aesthetically pleasing and user-friendly design for our product.
Developer	Liam	Decent web developing skills, has previous experiences in graphic design.

Potential risks and mitigation strategies

Risk Event	Likelihood	Severity	Response
Teamworking process between members are hindered due to personal conflicts.	Rare	Negligible	Meeting will be arranged to solve personal conflicts with the attendance of the team leader and lecturer if necessary.
Opinions are neglected or not fully understood among members in a team.	Rare	Low	Discussion about such problems will be raised during the weekly meeting on Tuesday.
Overall performance might be affected due to our team's inexperience with designing interface.	Unlikely	Moderate	Team members will have to do research and spend more time on such tasks.
Team member is unable to complete task on agreed deadline.	Possible	Low	Base on the severity of the problem warning will be sent and conversation will be held to prevent this from recurring.
Team member is unable to attend weekly meeting due to personal reasons.	Unlikely	Moderate	Briefing of the meeting will be delivered to the absent member via Discord or Slack.

Disagreement between members on a specific task.	Likely	Moderate	Discuss possible solutions and opinions of each member and decide on the most appropriate answer to the problem.
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Task Management

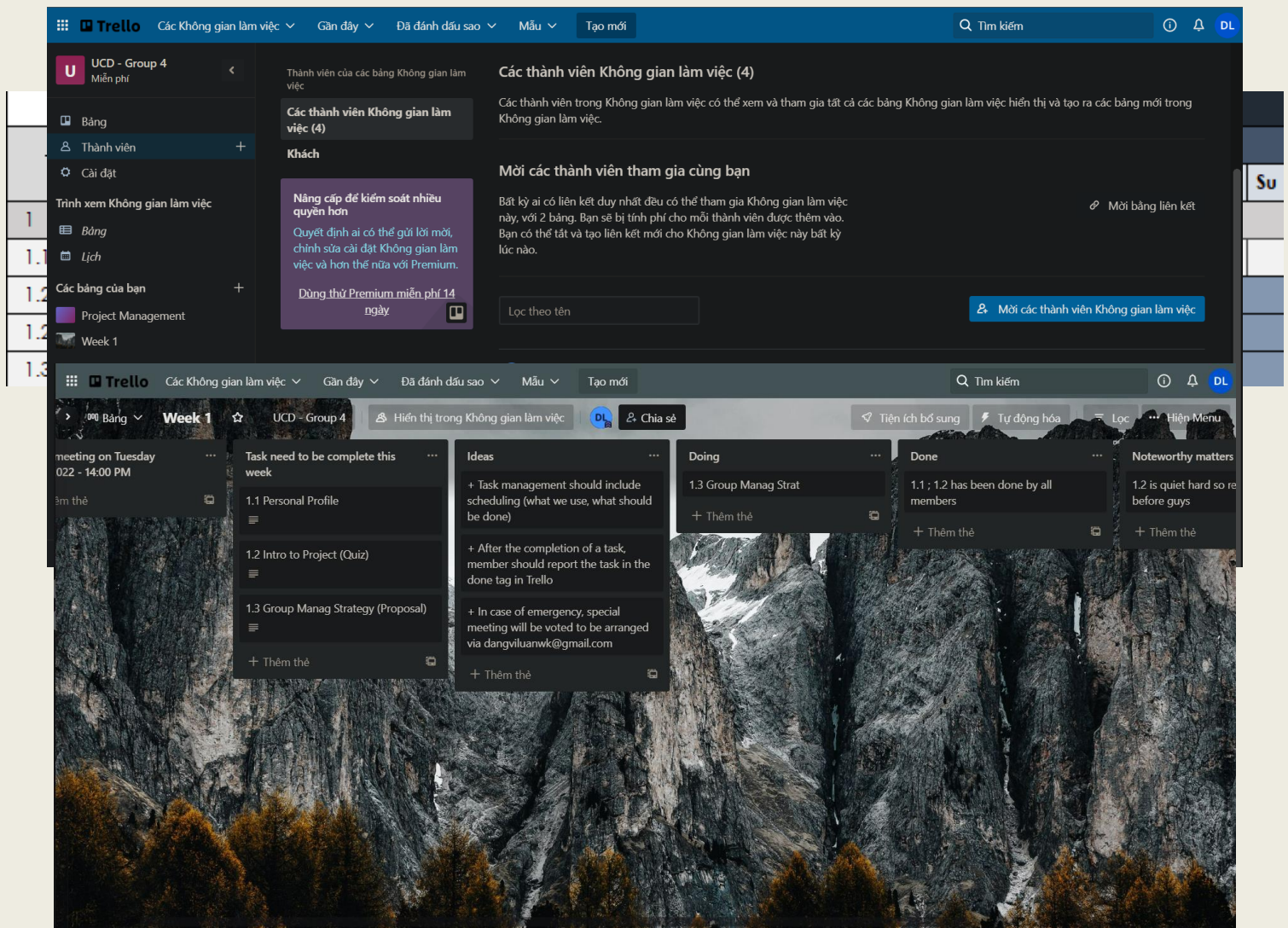
Scheduling is the art of planning project activities to provide a comprehensive view of goals, priorities, and time for such activities. This is one of the most important aspects of managing the project. With prior experience in managing scheduling and managing projects in ICT10001 – Problem-solving with ICT, our team decided to schedule our time based on the Gantt chart system. Below is an example of our previous schedule in ICT10001:

[illegible]

Before the project initiation of the lecturer, our Gantt chart will only be relatively simple:

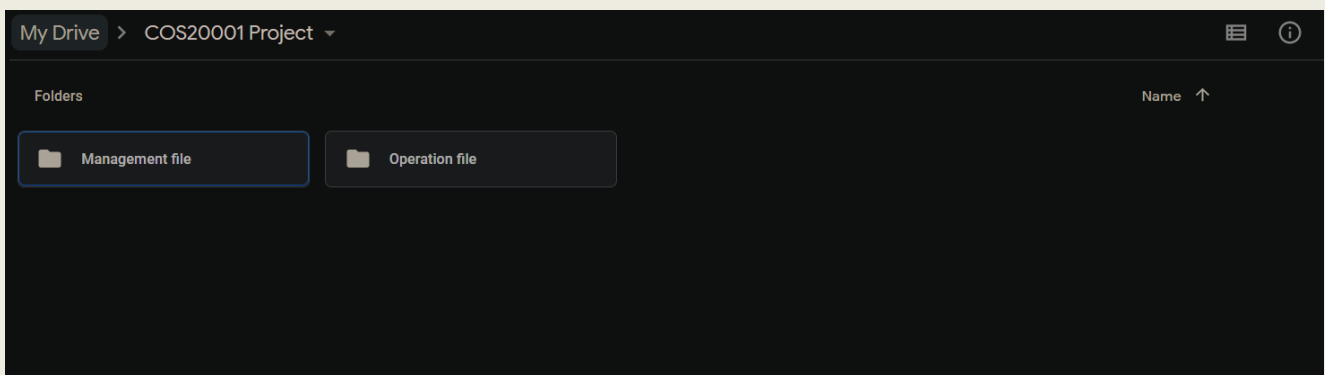
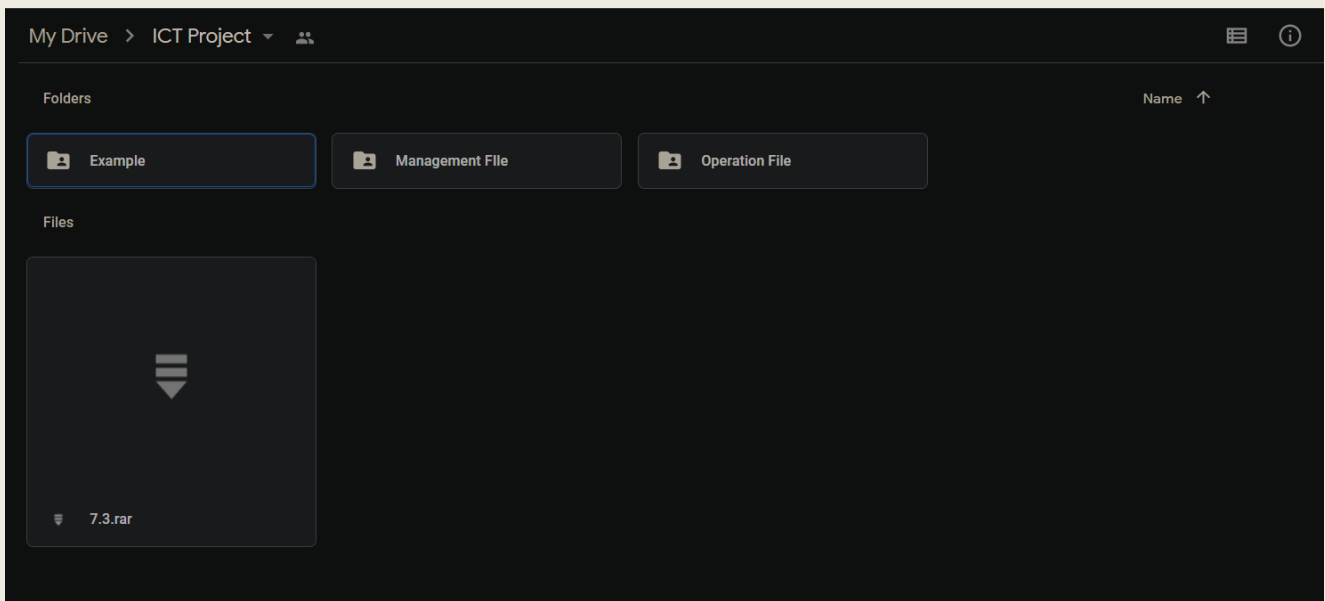
It has been agreed among the team members that we will have a face-to-face team meeting to discuss the progress of tasks, problems, or any noteworthy matter on Tuesday every week. An online emergency meeting will also be arranged in case of circumstances that require immediate attention.

Task management, which is the process of planning, analyzing, evaluating, and reporting about a task's progress, is an absolute necessity when it comes to project management. In the context of this course, we will utilize Trello to manage our group activities. Ideas, things to do, done tasks, and noteworthy matters will be posted on Trello. The team leader's email and phone number are also available in case of emergency.



Document Management

Previously in ICT10001 – Problem-solving with ICT, we used Google Drive to store our files and documents. For the project to work smoothly, our team has agreed to stick with the old yet consistent tools of Google Drive. Below are examples of our shared Drive in ICT10001 and the shared Drive for COS20001 – User-Centre Design:



Communication

We acknowledge that good communication is an important component of project management. To make sure that the team members are aligned on the project goals and that messages are sent, received, and fully understood by all the members, our team has agreed to settle with only one communication tool. Slack and Discord are the most prominent software that we have right now, we are more familiar with Discord; however, the benefit and functions of Slack are undeniable. Both are suitable for project management; therefore, it has been decided that we will use the first week for communication testing, and then we will agree on which software to be used for the rest of the course.

