Subject: Report on Team Members for the Tawlity Team

Dear Mr. Wael,

I am writing to provide a detailed evaluation of the contributions of each team member involved in our Capstone Project. The purpose of this report is to outline the distribution of responsibilities, assess adherence to deadlines, evaluate team participation, and highlight the impact of certain shortcomings on the overall progress of the project.

1. Team Member Roles and Assigned Responsibilities

Jana – Researcher:

Conducts market research, analyzes competitors, gathers requirements, and ensures that the platform meets user needs.

Ezzeldeen – Back End Developer:

Develops and manages the backend, including API creation, database integration, and server-side logic, while ensuring system security and performance.

Adham – Front End Developer:

Designs and implements the user interface to ensure a responsive and user-friendly experience by working with frameworks and UI libraries.

Rawda – Tester:

Tests the platform for bugs, ensures usability, provides feedback for improvements, and conducts performance and security testing.

Yousef – Designer:

Creates UI/UX designs, branding elements, and layout structures. Works closely with Adham to maintain design consistency.

2. Assessment of Task Completion and Adherence to Deadlines

Yousef (Designer):

Assigned to work on Figma for design development for the past three months; however, the application has not been accessed or utilized to produce the required designs.

Additionally, Yousef was tasked with creating the Business Model Canvas (BMC), which was not completed. Consequently, the task was reassigned and executed by another team member.

Rawda (Tester):

Has not reviewed the design at any point since the task was assigned.

Failed to execute the testing phase for the project and did not actively participate in team meetings or discussions.

When requested to conduct research on creating a dashboard and on back-end processes for credit card functionality, these tasks were not fulfilled.

Other Team Members (Jana, Ezzeldeen, and Adham):

These members have adhered to their assigned tasks.

3. Team Collaboration and Participation in Meetings

Overall, not all team members demonstrated a high level of commitment during discussions and project meetings.

While some members actively participated by offering suggestions and ideas, Yousef and Rawda did not contribute adequately.

Notably, Yousef mentioned approximately four months ago that he did not have the necessary knowledge to work on Figma. He was advised to watch a one-hour tutorial on YouTube; however, this guidance was not followed through, which has affected his ability to contribute effectively.

4. Impact of Inadequate Participation on Project Progress

The failure to meet deadlines by Yousef in providing design work and by Rawda in executing testing has significantly impacted the overall progress of the project.

As a result, both the design phase and the practical implementation of the project remain incomplete.

The delays have created a critical situation, as the final project delivery is scheduled for Sunday, the 9th of February 2025.

Conclusion

In summary, despite the clear initial distribution of responsibilities among the team members, the lack of engagement and missed deadlines by Yousef and Rawda have adversely affected the overall progress of the Capstone Project. It is crucial to address these issues promptly to ensure that the project is completed and delivered by the set deadline. Additionally, these shortcomings will affect two grades, thereby impacting the academic performance of each team member.

Thank you for your attention to this matter and for your continued support of the Capstone Project teams.

Sincerely,

[Ezzeldeen Mohamed Shedeed]

Team Leader and Project Management