# Problem Solving (A3) Report

**Topic:** Student Group Project Scheduling     **Date: 08/19/2020**

**Name: Maria D. Vilanova Garcia**

## 1. Identify a Problem    PLAN

In student group projects, finding free date/time slots to hold group meetings that match everybody's schedule is a highly time-consuming task, which exponentially increases in difficulty with more team members. This creates an initial setback that can cause poor project management and unguaranteed compliance from members.

Current conditions:
- Students in group projects have problems finding common free time to meet.
- Students fall behind on their work.
- Projects fail to comply with requirements.
- Communication between team members is affected (for future projects).

## 2. Set the Target    PLAN

Our goals are to:
- Reduce time and difficulty finding common free time for group meetings (via automation).
- Improve group project management and workflow.
- Help teams successfully comply with project requirements.
- Strengthen communication between team members.

## 3. Analyze the Causes    PLAN

The root cause of the problem is:
- Students do not have a quick and easy way of identifying common free time slots within different schedules.

## 4. Propose & Implement Countermeasures    PLAN/DO

Creating an app where:
- The students (users) can input their schedules in an easy format (with identifiers).
- The students can generate a new schedule from common free time slots between all input schedules (based on a time threshold).
- They can select the preferred time slots and import them into a calendar service or app accessible by all team members, that includes notifications.

Plan:
- Check if there is an app that does the same.
- Develop the application (web).

Follow-up:
- Monitor the application.
- Review students' feedback.
- Improve the application.

## 5. Check/Evaluate    CHECK

*TBD*

## 6. Act and/or Standardize    ACT

*TBD*