

USER-CENTRED DESIGN

TASK 1.3 GROUP MANAGEMENT

Group Code: 5

Lecturer: Mrs. Thuy Linh Nguyen

Members: Hai Hoang Le | s103542974

Bui Quang Danh Than | s104068879

Nguyen Quoc Bao Huynh | s103804535

Tho Cao Hoang Long | s104046037



Aim

After reviewing the course Project Brief which took to 75% of our grade. We can not underestimate the importance of the weekly project. After the discussion, we will do our best to get the Distinction (D) for our grade. To achieve that, each of our members must complete all 17 group and individual projects as well as 5 individual quizzes along the course. In addition, the course acquires an online test at the end of the course. Our team expected to improve the ability to research, and analyze documents, customers, and their requirements. Besides that, we will understand the User-Centred Design (UCD) process as well as the principles, and concepts. Through the course, we are expected to work with more applications such as Figma to design, build, to create the prototype followed by the requirement. Finally, we can evaluate the usability of every solution for each project we set out. Small but very important, we will work with each other through the course, and each of the members is willing to learn from each other as well as arrange their time for meeting for projects.

Group Profile

Table 1: Group profiles

Student Name	Tech Skills and Resources	Communication	Group Work
Le Hoang Hai	Experienced in MS office. Familiar with working with Canva.	Talkative, but I can not express emotions and the ideas.	Sometimes I will procrastinate because of my life.
Nguyen Huynh Quoc Bao	Experienced in Office resources like Word and Excel, have some little knowledge in Photoshop.	Lack of confidence, Depends a lot on teammates.	Need encouragement to have a say.
Than Bui Quang Danh	Access to computers, the internet, and experience in MS Office	Depend on emotion (sometimes will be talkative & sometimes won't	Start to motivate teammates when the deadline is coming closer & closer.
Cao Tho Hoang Long	Experience in MS Office, Hardware coding.	Sometimes I forget a little thing and become lazy.	Maximize productivity when close to the deadline.

Group Roles

Table 2: Group roles

Group Role	Student and Justification
Leader	Le Hoang Hai
Editor	Nguyen Huynh Quoc Bao
Arbitrator	Than Bui Quang Danh
Notetaker	Cao Tho Hoang Long

Potential risks and mitigation strategies

Risks:

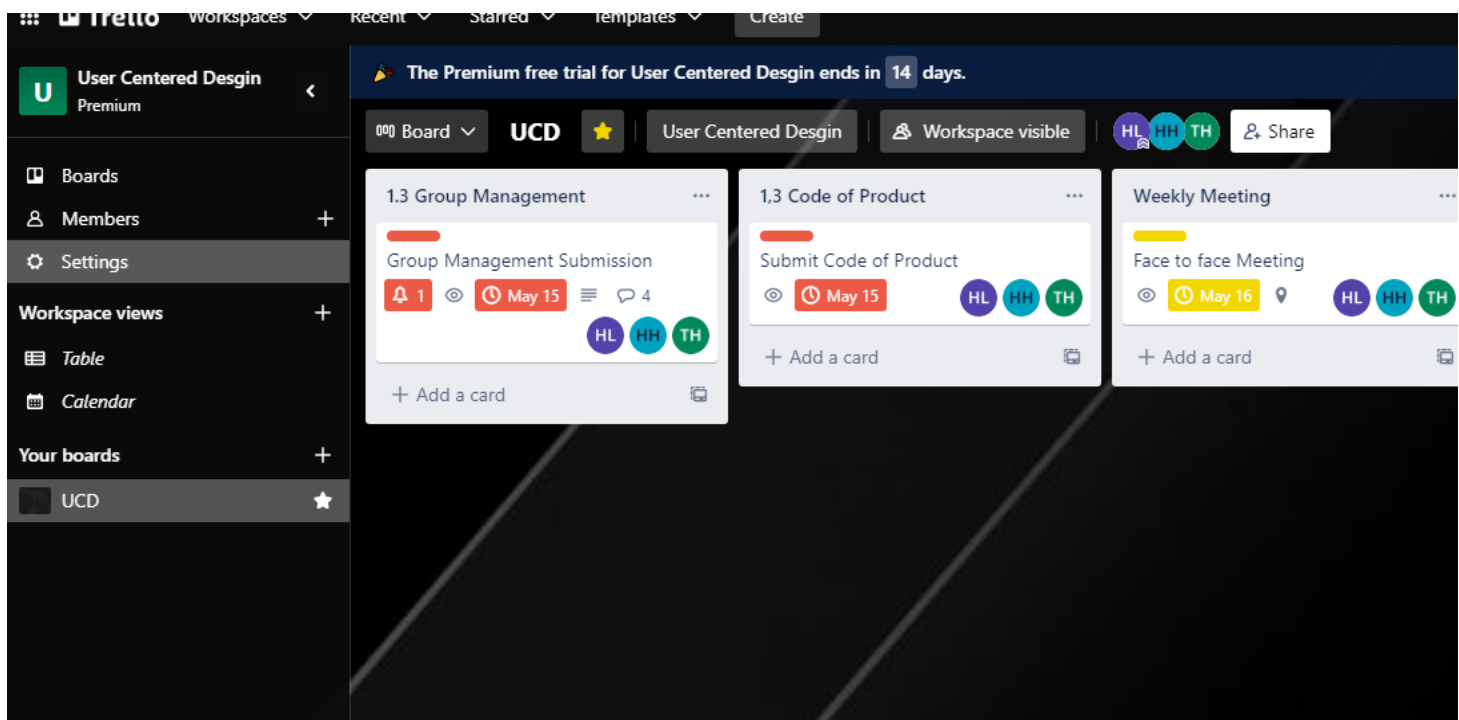
- Deadline overloaded
- Stuck with daily activities
- Group conflicts
- Internet, electricity shortage
- Connect to team members

Solutions:

In order to minimize the risks that we mentioned above. We would like to point out some solutions for those potential risks. Firstly, we will remind each member of the deadline for the other course, luckily, we have the same course this semester so every member will know which project will be due for the team to arrange their time to finish. Stuck with individual activities is require each member to arrange their time in order to have a meeting with the team. Regarding the trouble with internet connection or electricity, we will set up a time before the group project and the team will have a meeting at school or a coffee shop to dominate the internet connection problems. For the connect to team members, we had all their phone numbers as well as messenger account to communicate with each other.

Task Management

- Weekly face to face meeting: Monday 8 am to 10 am
- Regular submission time: Sunday 9 pm
- Doing content work: member individual time
- Review/ Editing deadlines: At the weekend



Document Management

To manage our project documentation, we decided to use Google Drive because it's easy to use, manage and free. We will divide the document into different sections in different folders so that we can easily find the necessary documents without taking a lot of time looking at the messy and unorganized files.

Communication

Platform

- Messenger (for announcements, chatting, setting a timeline for on/off meetings)
- Google Meet (for doing deadlines, planning role and timeline for the project, meeting online)
- G-mail (for sending files, giving access for the teammate in meet or file)

Response Time

- Messenger: 15-20mins (in day-time), 5-10mins (in night-time)
- Google Meet: immediate
- G-mail: 2-3 mins