**Class: Systems Development 1 – MGMT-1223-01**

**Project: Conflict Resolution & Team Dynamics**

**This group project is due on (date) June 2, 2025 and is worth:12.5%.**

**Name and contact info of group members:**

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| **Name** | **Contact Info** |
| **Matthew Flores** | **Cell: 647 993 4398**  **E-mail:** [**matthew.flores@dcmail.ca**](mailto:matthew.flores@dcmail.ca) **,** [**mtthwflores@gmail.com**](mailto:mtthwflores@gmail.com)  **Discord: mf4398** |
| **Nischal Shrestha kasula** | **Cell: 437 297 1005**  [**nischal.shresthakasula@dcmail.ca**](mailto:nischal.shresthakasula@dcmail.ca)  **Discord: illu\_minatee** |
| **Thomas McLean** | **Cell:** 416-731-2519  **E-mails:** [**thomas.mclean2@dcmail.ca**](mailto:thomas.mclean2@dcmail.ca)(College Email), [tmclean1403@gmail.com](mailto:tmclean1403@gmail.com) (Personal Email)  **Discord:** 2bit\_sax\_developer |
| **Jordan Heinemann** | [**jordan.heinemann@dcmail.ca**](mailto:jordan.heinemann@dcmail.ca)  **discord: duwomp.** |
| **Rustam Zazai** | [**rustam.zazai@dcmail.ca**](mailto:rustam.zazai@dcmail.ca)  **Cell: 647-784-8458** |

**Our Group Topic Is:**

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| **Conflict Resolution & Team Dynamics** |

**Member Self-Reflection**

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| **Student Name** | **The Strengths / Skills / Interests I Bring To This Project Are:** |
| Matthew Flores | Quick response time to messages/emails/texts, tech-savvy, past group work experience (including leadership positions), good at introspection and analysis |
| Rustam Zazai | The strength I bring is effective communication and quick work. |
| Nischal Shrestha Kasula | Editis / final touches / |
| Thomas McLean | Experience and knowledge from working within the industry (Currently employed as a Junior Software Engineer), Quick response time and open communicator |
| Jordan Heinemann | Collaborative / Enjoys communicating and reasoning through ideas until all members are satisfied. |

**Group Brainstorming & Discussion**

**What concerns do we have about this group project AND what solutions can we offer to address the concerns?**

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| Concern | Solutions |
| A concern I have is having a non-communicative team which does not work together to finish the assignment. | Schedule frequent meetings, ensure all members are aware of their roles, reach out and communicate to members who seem more absent. |
| Having a team member who doesn’t want to work or pull their own weight within the project | Follow the planned communication / intervention steps with any team members that cause concern or fall behind |

**What resources / tools will we use to facilitate sharing, document, track and ultimately complete this project? If you are not sure what tools are available, have a team member search for options (Trello, MS Project, Asana, etc). Describe whether the tool you choose provides a WBS, Kanban or some other task management method.**

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| Google suite (drive, docs, sheets, slides), Discord (**https://discord.gg/MQXKSwXe)** |

**What ideas do we have to work within our group member’s strengths? Be specific.**

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| * Active communication outside of meetings to capitalize on our overall good communication as a group * Set goals for work between official meetings * Look over each others work to make sure it’s all on par * Frequent reevaluation of what we have completed compared to our goals to ensure we do not go out of scope |

**What is an important personal *deficit* each person has that may negatively affect the group? Identify it here, and commit to overcoming that deficit through this group work experience:**

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| **Student name** | **Deficit(s) to Overcome** |
| Rustam Zazai | A deficit I need to overcome is communication, I feel that my communication can be poor at times. |
| Nischal Shrestha Kasula | too forgetful, so i gotta need heads up |
| Matthew Flores | Low-energy verbal communication can seem stand-off-ish, tendency to take on too much work for myself |
| Thomas McLean | I am far too prone to procrastination and falling behind on a long term project due to it |
| Jordan Heinemann | Busy schedule / may just do work and not collaborate on it at times. |

**What are the rules for dealing with a group member who hasn’t been communicating? Define a specific process that involves a supportive approach, but ultimately leads to calling in a higher authority.**

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| * **Reach out to members to make sure they’re aware and well.** * **Try to determine if absence is intentional or due to other important commitments.** * **If absence / lack of communication is determined to be intentional and without good cause, sit down and talk with the member if possible.** * **If all the previous measures have failed to garner any change, reach out to higher authorities to resolve the issue.** |

**How frequently should group members communicate/check-in face to face? What will the schedule be? How long will those meetings be? How will they be organized so ensure that all necessary points are addressed?**

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| **Group members do not need to check in face to face, online meetings suffice. Meetings should be held once a week for 15 minutes. They will be organized to ensure all necessary points are addressed by the facilitator and summarizer.** |

**How will you ensure that everyone participates meaningfully? Provide a bulleted list of ideas.**

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| * **Periodic check-ins for progress updates** * **When you need help, ask for help right away** |

**How will you make sure everyone’s contribution is valued? Be specific, and describe exactly what the team expects they will do with each contribution.**

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| * **Timely, meaningful, and constructive feedback** * **Constant communication even outside of meetings (within reason)** |

**Assign the following roles. Each member will be held accountable to their assigned role(s):**

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| **Role** | **Assigned Student** |
| **Facilitator:** organizes and facilitates meetings. The facilitator sets the agenda and makes sure everyone’s voice is heard. | **Jordan Heinemann** |
| **Summarizer:** summarizes what was discussed in each meeting. The note taker also outlines the next steps for the project after each meeting, including who’s responsible for what. | **Rustam Zazai** |
| **Note Taker:** takes meeting notes. The note taker is responsible for posting the notes somewhere group members can access. | **Thomas McLean** |
| **Progress chaser:** follows up with group members to ensure that things move forward. The progress chaser is responsible for making sure everyone stays on track. | **Nischal Shrestha Kasula** |
| **Timekeeper:** the time keeper is responsible for making sure everything happens according to the schedule. This includes reminding everyone how much time is left in meetings, as well as the project as a whole, and what’s left to be done. | **Matthew Flores** |

**If by June 29, 2025 we are not satisfied with the dynamic of the group, or the amount and quality of work that has been completed, we agree to attend Campus Conflict Resolution Services.**

**Enter your name and apply your digital signature or sign below as an acknowledgement that you are agreeing to the details entered into this charter including the timeframe for visiting the CCRS on campus.**

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| **Student Name (Print)** | **Signature** |
| Rustam Zazai | RZ |
| Nischal Shrestha Kasula | NKS |
| Matthew Flores |  |
| Thomas McLean | **TMM** |
| Jordan Heinemann | **JCH** |