**Project 3 Group Organization Report**

-**KYLE ANDRE ASSUR** - Technical Lead

-**JUSTIN ANGELO KAROLES** - Mediator

-**GABRIEL KIEWIETZ** - Technical Lead

-**CAITLIN SHAN MALAN** - Project Leader

-**PULENG VERONICA NAKEDI** - Chairperson

-**PHILANI SHANGE** - Technical Lead

1. **Introduction**

The application will encourage people to recycle through a reward system in which points are awarded based on the amount recycled. The responsibilities have been assigned based on individual capability, technical skill, and leadership potential for ensuring effective work and cooperation in the project.

1. **Group Roles and Responsibilities**  
   **Chairperson (Project Manager) - PULENG VERONICA NAKEDI**

***Reason for Allocation:***

The chairperson is entrusted with a member who possesses top-notch leadership, time management, and decision-making skills. The member is also a project management professional and possesses the capability of performing the entire development process and providing results intime so that the project progresses without any obstructions.  
  
***Responsibilities:***- All phases of the project right from planning to execution.  
- Scheduling and conducting meetings in order to make space for everyone.  
- Scheduling and calendar coordination of project deadlines.  
- Allocation of tasks to each member's optimum capacity.  
- Resolution of tie and conflict if required.  
- Acts as primary point of contact between stakeholders and the team.

**Project Leader** – **CAITLIN SHAN MALAN**

***Reason for Allocation:***

A team member who is known for outstanding leadership, communication, and problem-solving skills is dedicated to the project leader. This person plays a crucial role in creating team spirit, sustaining effective team working, and pushing the project with momentum. The project leader makes sure that tasks are completed properly and to a high standard and encourages productivity

***Responsibilities:***

* Leads the team through the stages of the project up until the delivery
* Promoting open communication and establishing clarity on project goals and personal roles.
* Keeping track of progress and solving problems to maintain the project's timely completion.
* Supporting a space for creative thinking and problem solving

**Secretary / Scribe - KYLE ANDRE ASSUR**

***Reason for Allocation:***

This is a job assigned to a detail member, organized, and documentation professional. This member will capture all the discussion, decision, and action items for future reference.  
  
***Task:***

- Taking minute details of the meeting and key discussion points.  
- Taking project progress, problems, and fixes.  
- Monitoring deadlines, milestones, and deliverables.  
- Sharing reports and notes with the whole team.  
- Assistance in the creation of project documentation, including user guides and reports.

**Technical Lead - KYLE ANDRE ASSUR, GABRIEL KIEWIETZ, PHILANI SHANGE**

***Reason for Allocation***:

The Technical Lead is the title given to the group members with the most programming and problem-solving skills. The members are experienced in mobile/web app development and will oversee all technical elements of the project to guarantee best practice and compliance.

***Responsibilities:***- Coordination of the development team and overseeing the coding process.  
- Scalability, performance, and security of application architecture design.  
- Delegation and technical task guidance to the developers.  
- Code review and implementation of software development best practices.  
- Technical coordination with UX/UI designer for integrating design and functionality.  
- Debugging of technical issues and deployment of the solutions.

**Mediator - JUSTIN ANGELO KAROLES**

***Reason for Allocation***:

This is a responsibility that rests with a member who has good people relations, emotional intelligence, and conflict resolution skills. This member ensures the health and productivity of the working relationship between the team through conflict resolution and negotiation.

***Responsibilities:***

- Conflict resolution and open communication among the members.  
- Act as a team-building facilitator and ensuring all the members have equal input.  
- As an impartial third party in the act of negotiation and in facilitating mutual acceptable agreement acquisition.  
- Supporting team morale and providing motivational counselling when needed.  
- Constructive feedback.

**UX/UI Designer**

***Why it was Allocated:***

The role of UX/UI designer is allocated to a member/s who is known to have adequate creativity, visual design, and knowledge of user experience principles. He/she visualizes the app in a manner that it will be attractive as well as easily accessible.  
- Developing wireframes, mock-ups, and prototypes of the app interface.  
- Designing an interactive and smooth user experience.  
- User testing and research to fine-tune the design.  
- Collaborating with the technical lead to ensure the designs are being implemented in the right manner.  
- Designing icons, buttons, and other UI components to design the app in a visually appealing manner.

**Marketing & Outreach Coordinators - [All]**

***Reason for Allocation:***

This is assigned to a member/s with effective communication, creativity, and marketing skills. This member/s will popularize the app and persuade the target users to utilize it.  
  
***Jobs:***  
- Online, social media, and community marketing of the app.  
- Interacting with stakeholders, business, and environmental organizations.  
- Creation of marketing content such as blog posts, videos, and infographics.  
- Gathering user feedback for feature and app development.  
- Monitoring the thoughts of people and making appropriate changes to the plans.

3. **Role Swapping Plan**

The team, after much discussion, has already eliminated the swapping of roles mid-way in the project. The key reasons justifying such action are:

Specialization and Expertise: It is delegated to the capability of one's aptitude and competency, hence ensuring it becomes an easier task for the members to stick to assigned tasks.

Continuity and Efficiency: Change of role would lead to wastage of time as members would have to reorient themselves with new roles.

Accountability and Ownership: Members doing the same work ensure that they are owners of their work, leading to better delivery of the project.

But in case of unexpected problems, like if a member is not able to continue his/her position for the reasons of self, the substitution process will be operative to decide the continuation of the project in a proper manner.