

# **SLWC Interim Report 2016**

## **Get Baked**

### **DT-228-Communication and personal development**

#### **Semester 1**

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**26<sup>th</sup> October 2016**

#### **Interim Report**

This report summarizes the background activities for our fundraiser 'Bake sale for Wells for Zoe charity. In this report, we explain what concepts have troubled us, and how we overcame them. We also explain some of the ideas we came up with, how we implement them and how by expanding on them we came up with future ideas. The experience in the

team made this fundraiser a good option with limited difficulties which is why we chose this Fundraiser over anything else.

Our project is to host a bake sale in aid for Wells for Zoe in the Annex building at DIT Kevin street. We will be baking the goods ourselves and plan to sell them at our bake sale. Once we assembled our team we began to think of ideas. We first brainstormed ideas about different types of work we can do for the charity. Some of the ideas we thought of were: To set up a pool tournament, to organise a movie screening in class rooms and to do a bake sale. We went for the bake sale idea as charity work for Wells for Zoe. Being able to solve the problem of finding out what we are going to do as charity worked showed that the team had a good show of problem solving skills. We were able to list out all of the positive and negative results of all our ideas and were then able to make the decision of going with the idea of doing a bake sale for Wells for Zoe.

Once the group was organised and we have decided what we were going to do for the charity, we then proceeded to discuss about what we will bake for the day and how we plan to bake the goods and bring them into college. We had decided that we would bake the night before and bring them in ourselves on the next day. This was decided by communicating to each other and realising that 3 out of the 5 group members live close by to the college. This showed that the team was well capable in communicating to one another which resulted in a solution onto who and how we will bake the goods and who and how we plan to bring the baking goods in.

We then proceeded in finding out and writing out a list of ingredients we will be needing and what sort of equipment we will need. The ingredients will be purchased from either Tesco or Dunne's but we will try to take some ingredients from home to minimize the cost on ourselves. Equipments such as, money box, plastic cutlery, one use plates, tissues and a booklet will be purchased from Euro Giant or any other one euro shops. We plan on buying all of the equipment and splitting the costs 5 ways. The last thing remains is getting tables from the college so we can use them to place our baked goods onto. These tasks were achieved by using our communication skills to a higher degree in which we set out instructions to each other and make sure everyone can do the job that they were assigned. This also did show leadership skills as without this skill we wouldn't have been able to get things done and be able to communicate to each other with ease.

### **Timeline:**

3<sup>rd</sup> October: Given the assignment to work on. We set up the group and we named it, "Get Baked", we brainstormed ideas and got each other's contact info.

4<sup>th</sup> October: Set up a Facebook account with all the team members and set up a Trello account. This was done by William and by Aron. They were both assigned to set this up. 18<sup>th</sup>

October: Make sure the Annex building ground floor was free for us to hold our bake sale on. William and Michael went to the student's union at the snakery on Kevin's street and asked the office assistant at the student unions if the 8<sup>th</sup> November was free at 1pm for us to do our bake sale on.

19<sup>th</sup> October: Davis and Josif worked together to get the proposal form done before the 26<sup>th</sup> of October.

26<sup>th</sup> October: Davis and Josif completed the proposal form and handed it in.

28<sup>th</sup> October: The team will go out and research the prices of the ingredients for our baking goods and check out the prices for the plastic cutlery, tissues, money box and one time use plates at the Euro Giant.

30<sup>th</sup> October: Davis and Aron went back to the shops from the 28<sup>th</sup> of October and purchased on the agreed items. The money was gathered on the 28<sup>th</sup> of October so they can go and buy the ingredients and supplies.

1<sup>st</sup> November: We gathered together as a team and went to Davis' house to do a practice run on the goods we will be baking.

6<sup>th</sup> November: Davis and Aron went back to buy more supplies for the baked goods to get ready for the bake sale day.

8<sup>th</sup> November: The team set up the bake sale at the Annex building on the ground floor of Kevin Street.

9<sup>th</sup> November: Josif and Michael count the money to see how much we have collected for the charity.

### **What we've done to date:**

After being given the assignment of organising a fundraiser in aid of Wells for Zoe, we split into groups. Initially we brainstormed ideas onto a rough piece of paper between the five of us, Davis, William, Josif, Michael and Aron. Some of the ideas included a pub quiz, movie night and a raffle but we quickly decided on the fundraising idea of a bake sale, assigned ourselves the group name of 'Get Baked'. Following this we assembled and exchanged each other's contact information such as phone numbers and email addresses.

The starting of the group activity was the vital first step we needed but now came the physical work, for example, the proposal and interim report. On the 4<sup>th</sup> of October Aron and William set up Facebook messenger and trello groups, retrospectively which enabled us to communicate our ideas more efficiently. Trello is a very handy website which has many different features. All that is needed is to set up an account to access these features. For example, we used it to gain a more detailed description of the tasks for each individual team member and discuss the possible obstacles we would have to overcome.

We then agreed on a venue which was the ground floor of the annex building after much deliberation over several different places to host the bake sale. This was one of our first obstacles to overcome as we now had to find out information on whether we could use such a venue. Michael and William then checked using the assistance officer in the student union office in the annex building at Kevin Street whether the agreed date of the 8<sup>th</sup> of November was available at 1pm was available. It turned out that it was and so we booked our bake sale for the 8<sup>th</sup> of November in that location.

The proposal was the first writing form to be completed for submission on the 26<sup>th</sup> of October so Davis and Josif started to work on it the previous week. It involved detailing our plans for the fundraiser itself and listed the names of each member of the group. They succeeded in editing the proposal together and in doing so met the requirements we were asked for. Davis and Josif illustrated their good communication and cooperation skills throughout this part of the overall assignment as they worked well hand in hand. The team group benefitted from this as it made the process of handing in the proposal easier and more efficient. The proposal was later handed in on the final day of submission on the 26<sup>th</sup>. This concludes the work we, the group 'Get Baked' have done up to this point.

### **What we plan to do in the near future:**

We will research the price of the ingredients using online source to find the cheapest place to get our ingredients, and backed this up by finding the average price so if we don't have time to get them in the cheapest place, we know what price we know not to go above.

We will hold a meeting and listen to all the members opinions to see what our cooking capabilities. For example, one of the group members has Romanian heritage and knows a family member who can cook goods outside the traditional Irish way and what we could possible sell, we will see what others can do.

Once that is settled we will go to Davis house and do a trial run on how we thought the back sale would go like. We know this is essential so we will have an idea on what we should sell and will be a success in terms in bake sale.

We as a team will then budget together to get a lot more of the ingredients that sold well when we had done the practise and bake them the weekend before the bake sale is due. We will make sure everyone is in full health condition, otherwise one will bake another planned goods for the comrade is unfit to bake himself. The next day, we will get assistance from our parents to bring in the goods for the day we are selling them. While we are doing that, we will let the customers know that any donation in is acceptable and grateful by the charity.

Once we are done that, we will work on our group essays, where we are reflecting on what we have done so far up to date and start working on our academic essays, using guidelines provided to us. We will discuss the good, bad and ugly about the project, such as what went well for us, what obstacles we encountered and how we dealt with them. And of course what we did differently. We also talked about how this relate to us in the present moment as computer student in the reflective essay

In the academic essay, we will research the Tuckman Theory and Belbin's theories and how it was related to the fundraiser. For example, was each put in the position that was suitable, and if not, what we should have done differently. We will also learn some of other peoples attributes and how that impacted their learning with the fund-raiser.

We will work using the group work essay for our individual essays. If we have a problem we will go to a teammate to make sure we are on the right track, or if a part of the question doesn't make sense to them. However, we will not do the work for the other person as we will have too much ourselves to do.

We should be done thinking about the fairest way to select our three speakers for the end of the year presentation, as we have not seen all of our members talk just yet. As the timeline gets closer but not too close, we will discuss how the presentation will go like, the order of the topics as suitable to our speakers choice. They will include the topics of why we chose this fund-raiser over any other. The strengths and weakness of a fundraiser through a bake

sale. What we believe we could do differently in our approach to this fund-raiser if we had to repeat our fund-raiser in a different situation and why, like for example the types of goods we have baked. As we progress through our fund-raiser activity, we will note what we have done so the presentation would be slightly easier to organise.

How we believe this can be used in our future jobs as computer applicants, like how we presented this topic and how we implement a similar situation, like for a group project which has a deadline. By using our imagination, we will be to demonstrate how we think a similar situation would occur in the near future, especially when we are putting through our results for internships in third year and full time employment in the years in the aftermath of graduating from our course.

***Fundraiser Proposal for Wells for Zoe –  
Due in class in hardcopy in week 7 or there will be no  
event***

1. Group member's names and contact details:

Name:	William Carey
Phone:	0852705542
Email:	C16315253@mydit.ie
Name:	Aron O'Neil
Phone:	086 231 4000
Email:	C16466214@mydit.ie
Name:	Davis Oplucans
Phone:	087 692 2048
Email:	C16356851@mydit.ie
Name:	Michael Lenghel
Phone:	0857641332
Email:	C16434974@mydit.ie
Name:	Iosif Bogdan Dobos
Phone:	0894199005
Email:	C16735789@mydit.ie

Define the project in detail:

- **Fundraiser for the charity "Wells for Zoe".**
- **It will be a bake sale based in the lobby in the Annex building**
- **Four to five people will be serving the bakery**
- **profit income will go straight to the charity.**
- **The group will bake food themselves and list the ingredients as they progress**
- **a variation of snacks to be chosen from and will be all freshly made .**

When will event happen?

Date(s): 8th November, Week 9

Time(s): 1:30 - 3:30

Venue for event: **Lobby in Annex**

Address: **Annex, Kevin Street DIT, Dublin 8**

Contact Person: **Davis Oplucans, Group Member**

His phone number: 085 270 5542

His email: [C16359851@mydit.ie](mailto:C16359851@mydit.ie)

First Aider: 'Porter on Duty'

Will you need help from an outside source?

- A parent will be bringing in some of the goods.
  - DIT Kevin Street will be able to provide the 2 long tables
  - We will go to euro giant, Tesco's or Dealz to get napkins, kitchen rolls, Money box, plastic plates and forks
1. If you need a letter from me to assist with getting prizes, etc please ensure that I have the following: each group member's name, what the concept is and who the letter is for.

Y ☒ N N/A

1. For **all** groups, regardless if your activity is in the college or not, please find out the following details:

Does the venue, including DIT locations, have a qualified first aider?

☒ Y N N/A

Will that person be at the event?

☒ Y N N/A

What is the full name of the first aider ?  
'Porter on Duty'

1. Does anyone in the group doing the event have

recognised first aid training?

☒ Y ☒ N N/A

1. Will he/she be at the event?

☒ Y N ☒ N/A

1. **If yes**, please provide the name(s) and details below. N/A

1. Does the venue have a first aid kit?

☒ Y N N/A

1. Does the venue have fire extinguishers?

☒ Y N N/A



Does the company/group have an incident book that if a DIT student has an accident this can be recorded (this is with the DIT porters – please find out where it is located just in case)?

☒ Y    N    N/A

Names of DIT students who have a recognised training in first aid who will be at the event:

Name:

Y    N    ☒ N/a

Where did he/she get first aid training:

When:

☒ N/A

1. If using a logo of a society/club on your advertising for your event do you have written permission from that society/club?

☒ Y    N    N/A

1. Is it attached to this proposal?    Y    N    ☒ N/A

Materials needed? What are they? How will you get them? How much do you need ?

- Two long tables: Ask college for two long tables
- Baked goods: We will be baking the goods ourselves
- Float and Money box: Money box will be obtained from home
- Trays for baked goods: This will be obtained from home
- Napkins, single use plates and plastic cutlery: This will be purchased from the shop □  
Signs: We will be making these ourselves
- Table cover: We will be taking these from home

1. If you are using your own or someone else's equipment, like a games console from the Games Soc, is this insured?

Y    N    ☒ N/A

2. If yes, by whom?

N/A

3. If no, please obtain written permission from the appropriate person to use this equipment and that the owner of the equipment is responsible for any damage that may occur. DIT's insurer will not provide cover for this.

N/A

Not applicable to our event (please circle if this is the case and continue to the next section)

1. Please list equipment being used (ie. Games consoles, poker chips, etc):

1. Is all equipment insured:

Y N

N/A

1. Letter from person/group verifying insurance – is this attached to proposal:

Y

N

N/A

1. If no insurance, then is a letter from person/group verifying he/she/group takes responsibility for any damage incurred attached to proposal:

Yes

No

N/A

1. Any obvious hazards to the event? If yes, please explain in detail (again the more detail the better).

- If a team member is sick on the day, don't have them near the baked goods.
- People can slip leading to personal injury. Avoid this by cleaning straight away and if this does happen, notify the porter on duty
- We to have a list of the ingredients so we can notify the customers of the ingredients in case they have allergies

**We, the group, understand this proposal is binding and we will not partake in any other fundraising activities without submitting a new proposal form. In addition, we agree to not run any event until the following conditions are met:**

- Our proposal has been fully completed and accepted by the lecturer.
- Our proposal has been approved.

**Failure to follow these requirements can result in the event being cancelled and/or a loss of 15% from the final score for this assignment.**

**Typed signatures will not be accepted.**

***Signed (each group member must sign off on this):***

William Carey  
Josif Dobos

Date 07-11-16

Date: 07-11-16

D. Placens

Date: 07-11-16

Arnon O'Neill

Date: 07-11-16

Michael

Date: 07-11-16