**SLWC Interim Report 2016**

**Get Baked**

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

**Semester 1**

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**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 releasing 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:**

3rd 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.   
4th 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.

18th 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 8th November was free at 1pm for us to do our bake sale on.

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

26th October: Davis and Josif completed the proposal form and handed it in.

28th 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.

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

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

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

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

9th 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 4th 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 thes 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 8th of November was available at 1pm was available. It turned out that it was and so we booked our bake sale for the 8th of November in that location.

The proposal was the first writing form to be completed for submission on the 26th 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 26th. 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.