

|  |  |
| --- | --- |
| Name | Zusiphe |
| Surname | Mvovo |
| Student number | 230816851 |
| module | Project 2 |
| Date | 27 March 2025 |

[Responsibility: Task Allocation Coordinator 3](#_Toc194062949)

[1) My Role in the Group 3](#_Toc194062950)

[2) Allocated Tasks in the Group 3](#_Toc194062951)

[Tasks Completed: 3](#_Toc194062952)

[Outstanding Tasks: 4](#_Toc194062953)

[3) Suggestions for Possible Improvements 4](#_Toc194062954)

[For the Group: 4](#_Toc194062955)

[For Myself: 4](#_Toc194062956)

[Conclusion 5](#_Toc194062957)

[GitHub 5](#_Toc194062958)

## Responsibility: Task Allocation Coordinator

## 1) My Role in the Group

As the task allocation coordinator, my primary responsibility was to ensure that each team member's tasks were clearly defined and aligned with our project goals. I used Agile and Scrum methodologies to effectively manage and monitor the progress of assigned tasks. My role included compiling individual responsibilities, facilitating communication among team members, and ensuring that everyone understood their contribution to the project.

**Skills and Qualities**

**Organizational Skills:** I displayed great organizational abilities by keeping detailed records of task assignments, deadlines, and progress updates, which helped keep the project on track.  
**Communication Skills:** In my work, I needed to communicate clearly and effectively in order to convey expectations, provide updates, and foster team participation.  
**Leadership:** I demonstrated leadership skills by guiding the team through problems, motivating teammates, and creating a pleasant and productive team environment.  
**Adaptability**: In the fast-paced environment of Agile project management, I stayed compliant and willing to change, changing task allocations as needed based on team feedback and project progress.

## 2) Allocated Tasks in the Group

* Compile and organize the tasks assigned to each group member.
* Monitor progress using Agile and Scrum project management tools.
* Facilitate discussions to address any task-related issues and ensure clarity in responsibilities.

## Tasks Completed:

* I created a full task allocation chart that highlighted each member's responsibilities.
* We organized an initial sprint planning session during which we selected essential tasks for the first sprint.
* Conducted daily stand-up meetings to track progress and discuss any difficulties that team members encountered.

## Outstanding Tasks:

* I still need to set up an improved task tracking system that includes deadlines and progress indicators for each work.
* I want to follow up with team members more frequently to ensure they have the assistance and resources they need to achieve their job.

## 3) Suggestions for Possible Improvements

## For the Group:

* Encourage team members to pair up or collaborate on projects outside of their primary responsibilities. This additional instruction will not only increase

individual skill sets but will also encourage a deeper knowledge of each other's jobs, resulting in improved communication and problem-solving.

* Implement weekly knowledge-sharing meetings in which team members can present their expertise or ideas about their tasks. For example, the Communication Lead could present excellent communication methods, whereas the Quality Assurance Lead could demonstrate optimal testing practices.
* Set up a weekly check-in schedule to discuss progress, difficulties, and any necessary revisions to work allocations. This will allow us to resolve concerns quickly and maintain alignment.
* I will have to encourage the team to use more aspects of our project management systems, such as deadline reminders and task dependencies. This increases accountability and helps everyone stay on target.

## For Myself:

* I acknowledge the need to improve my communication about task updates and expectations. I intend to conduct more regular check-ins with team members to make sure they feel supported and educated.
* I want to enhance my time management abilities so that I can give enough time to monitoring task progress and communicating with team members on a regular basis. This will help me better manage my responsibilities.

## Conclusion

Finally, my job as task allocation coordinator for the campus accessibility app project has provided me with important skill in improving team collaboration and efficiency. By encouraging clear communication and work management, I have contributed to our shared aim of improving accessibility for all students.

Moving forward, implementing proposed improvements such as regular check-ins and cross-training will strengthen our team changing aspects and keep us on track in our goals. I am keen to supporting my coworkers and am certain that we will deliver a high-quality product that satisfies the demands of our community.

## GitHub

<https://github.com/Zusiphe04>

