

Individual Pre-Lab

Submission

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I am very excited to be working together with my fellow classmates on this group project! I value being a strong group member, and here is how I will take on the requirements of this submission:

Communication and Collaboration:

Communication is the most important thing in any teamwork. While of course having a group chat to regularly communicate, I will be vocal in requesting to meet regularly to check in and help each other out with tasks. In any group project, people will take on more than they can handle, and it's important that I as a group member can ask for help if needed and help others if needed. Going hand-in-hand with that is honesty. Lying or bending the trust only breaks trust and makes things harder, so honesty is at the forefront of my communication with group members.

Respect guidelines:

Beyond simple respect rules that every adult follows, as a group member it's important to let others be heard while also being heard yourself. No one should feel lesser than someone else, and I will make this my priority when communicating with my fellow group members. Also, it's never ok to try and put down someone, even when they are misstepping or missing deadlines.

Accountability for disrespect:

If I witness any disrespectful behaviour in my group, I'll first talk about it with the person, to let them know in case they didn't recognize their disrespect. This is in the case of small disrespectful actions, like a tone of voice or slightly offensive thing said to another group member. I also realize that it is not my place to tell others what to do, so in a situation like this I will not instruct a group member to do something. If a group member ever demonstrates something more serious than that, like being violent or dangerous in any way, I will immediately report it to COSC 310 staff and request a different group. I do not tolerate harassment towards anyone, or any other disrespectful actions.

Decision-making process:

There are 2 different kinds of groups I've been in. One where I am the only one who shows initiative or one where everyone shows initiative. I hope that the group I am in this year is the latter. In an ideal group like this, the decisions and hard work will not be left to one person. All decision-making should be done through open discussion and a growth mindset. (I've been reading a book about this recently.) I like to hear suggestions, write them down, and then weigh the pros-and-cons until we all unanimously decide on something. While this does take longer than just having the most dedicated and vocal group member (who is often me) make the decision and everyone following that, this method makes sure that everyone has an equal role in the decision-making process.

Role and Responsibilities:

As I mentioned before, having a group chat and actual face-to-face meetings, whether in-person or online, is crucial to having a functioning group. We all have busy lives, and without having an agenda (with tasks and delegations for who is completing them), and without us collectively holding each other accountable, good work will not get done. When looking at the overall assignment, I like to have a calendar with all the days until the project will be finished, drafting when we will do things by - soft deadlines that are always BEFORE an actual deadline to make sure it is done on time - and then checking in weekly or even twice a week to evaluate progress. If a group member (including myself) is ever behind, it's extremely important to not shame or think less of that person. As I said, everyone has busy lives. No one's perfect, and things can happen. This is why I would like to plan to finish the project well before the due date, and if we miss our own deadline, we have that room to fix it before the ACTUAL deadline.

Conflict management:

I addressed this somewhat in the "Accountability for disrespect" section, but I will discuss this more at length here. Any minor issues, like someone saying something slightly offensive should be resolved from within. I will always aim to de-escalate and not take things personally, so that we can find solutions. In any situation where a group member is being violent, dangerous, or is unable to complete work with multiple warnings, I plan to personally message a TA as well as following up in person. In this situation, I may or may not share this with the team depending on the situation.

Anticipated conflicts:

The most common “conflict” in these kinds of group projects is when someone doesn’t complete a task on time or the way that they were supposed to. However, if treated correctly, this doesn’t even have to be a conflict. If I make clear my mindset of not blaming or shaming people for not completing things and supporting each other in these cases, then there is a good chance something like this won’t even be considered a conflict. If a struggling group member can A, be honest, and B, be willing to receive help, and the rest of the group can be supportive without retaliating, then there will be no conflict. I do realize that it’s rare for a conflict like this to be resolved in this way, but I will do everything I can to enforce a kind and forgiving mindset in my group through leading by example.

Individual commitments:

In most groups I’m in, I like to take initiative to organize, connect, and socialize with my group. Often I’m also the most vocal group member, and if the rest of the group doesn’t have ideas/feedback, often I make the decisions. However, I do NOT want to make all of the decisions in my group. I want to enforce an environment of growth and openness, and accept that what I think is not always the right answer.

Anyways, in terms of individual commitments to this project, they mainly summarize to this:

- I plan to delegate tasks to myself/be delegated tasks and complete them during the allotted time that is set by me and agreed upon by my group
- I plan to check in with my group members often, at the very least weekly, and encourage them to reach out if they need help
- I plan to go beyond what is required of us in the rubric and think big
- I plan to ensure that all tasks are written, scheduled, regularly updated, and set to be finished well before our project’s due date
- I plan to be a friendly, helpful, and kind group member