Week 1 Pass Task 1

Pass Task Team Formation and To do Process

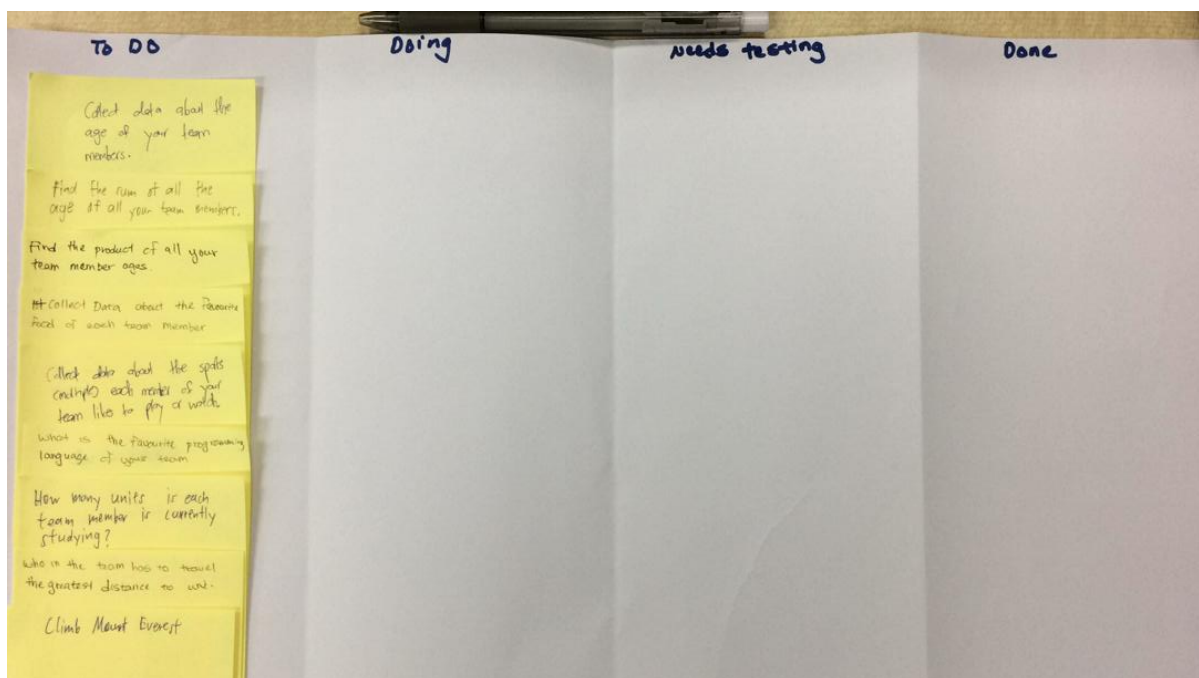**Name:** Aldalton Choo Chien Khin

Student ID: 101212631
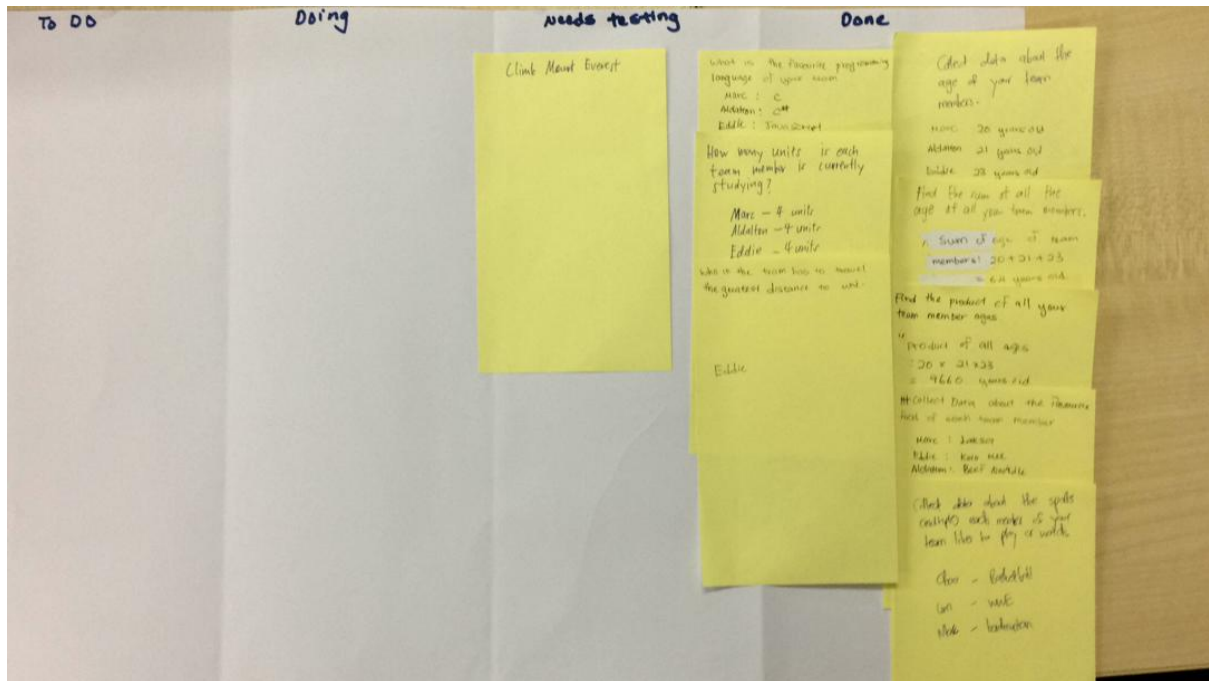
Team Number: 3

Lab 1: Thursday, 3.30pm

Team Member	
Name	**Student ID**
Lim Jia Lok	101212631
Marc Gabriel Chai	100087980

Figure 1.1.1: To do list

Figure 1.1.2 : Mount Everest question needs testing while the other questions are done and answered.

Pass task 1.2 Slack
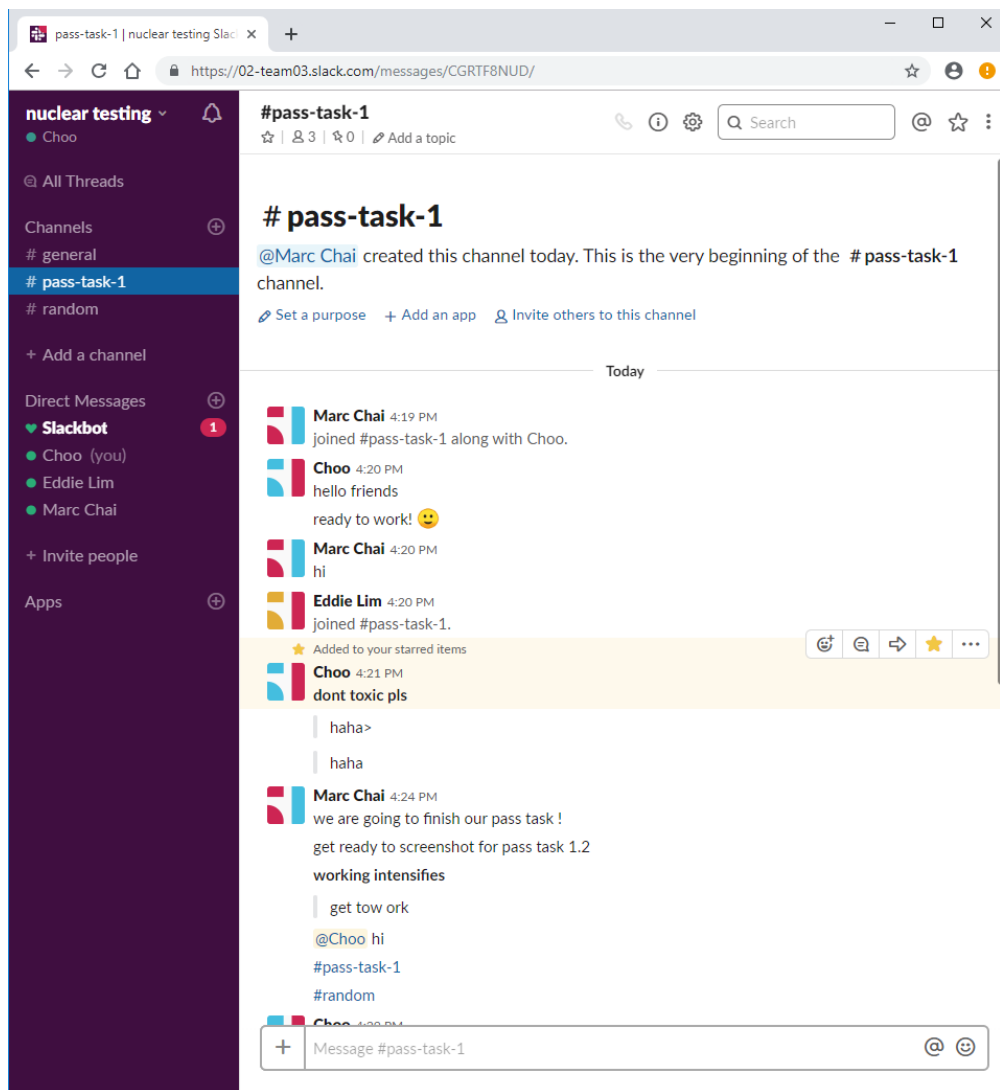

Figure 1.2.1: Shows I am able to emphasis words, creating an indented block, star an item
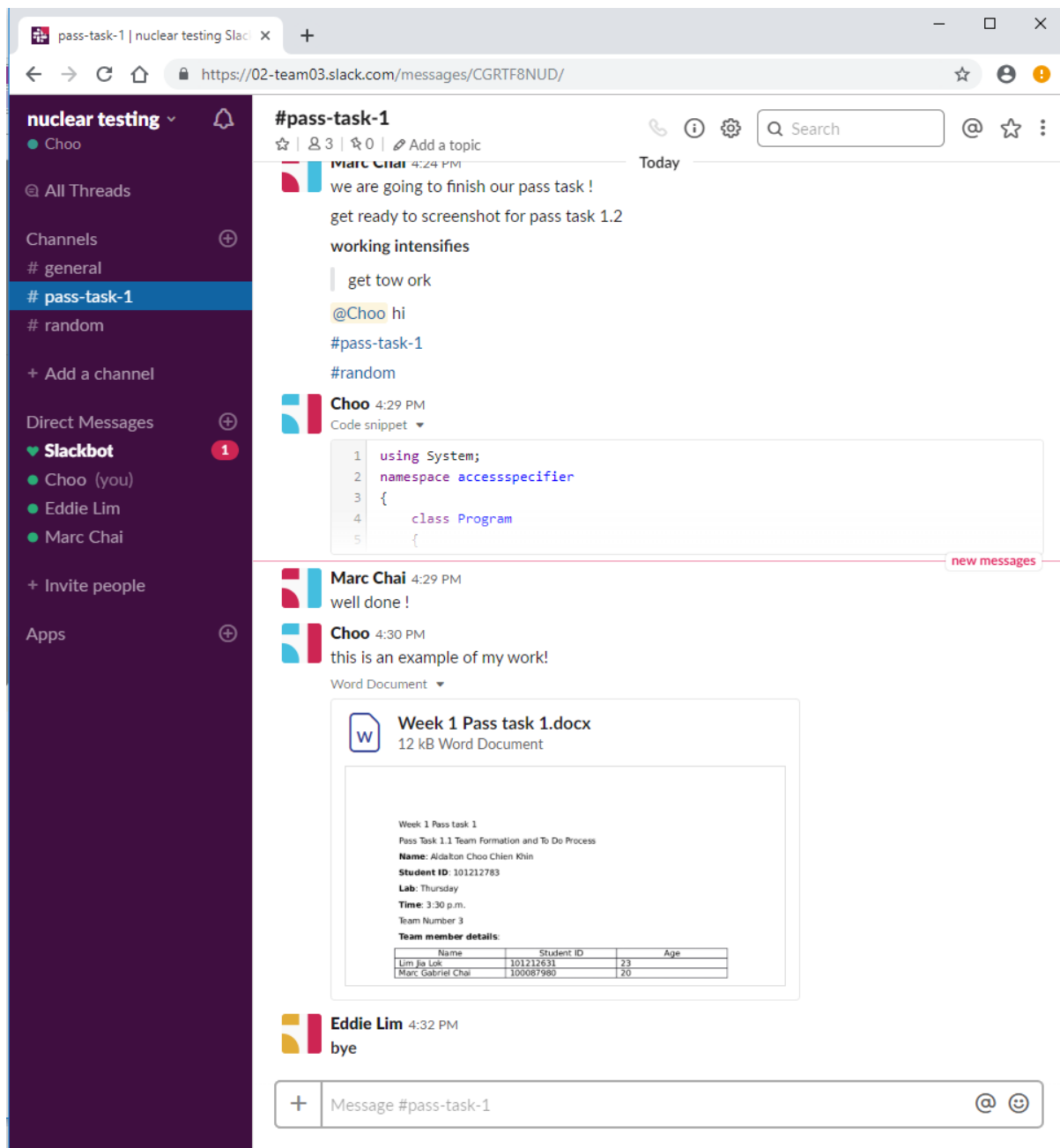
Figure 1.2.2: Shows I am able to send a snippet of a code that I wrote, upload a file

Figure 1.2.3: shows that I am able to change my profile picture.

Figure 1.2.4: Shows that I am able to tag my friends using the @ symbol and link a different channel in the group.

Pass task 1.3 Team Scenario Discussion

1. Through our discussion, we decided that we should review both design options and see which option is better. For example, which one is more suitable for the project we are working on, which options uses less time to do but also produces a high quality product and so on

2. Through our discussion, the team should approach the said member in a friendly way and ask him nicely if he has problem committing himself to the project. The team will then discuss ways for the said member to still be able to commit himself to the project without coming to team meetings often. For example, the team will inform the said member of any updates regarding the project through a group message and give him certain work that can be done from home so that the workload can be distributed evenly to all team members.

3. The student should state his worries and anxiety in a group discussion as the topic of the day is if there is anything to note or any problems that should be brought forth beforehand. The other members should take note of these in order to formulate a plan around his weakness by encouraging him and eased his worries. Probable solutions include having que cards or practicing the presentation beforehand to ease him into the presentation.

4. The team leader should remind the team members at interval times in order for them to remember their responsibilities and to ask them if there is anything that they are unsure about to assuage their worries. What would be suggested is to keep being in communication with each other using channels like Slack, Discord, or WhatsApp in order to keep track on all the going on and not only reporting back in meetings. This is to ensure all members are kept up to date to all the progress in the group.

5. Yes, this is possible. We can simply give the other members parts of the project that requires less time but more brain work, while that one member can do the work that requires more time. The one person should also be the leader, as he is the one person who is willing to spend more time on the project. Even if things do not work out, that one person can just put in more effort than the rest of his teammates and get all the contribution.

6. The one team member has to be reminded that he is part of a team and that even though his ideas are better than that of the other team members, it is still essential to have other ideas. One of the best things the team can do to deal with it is to work together to come up with even better ideas. They must talk to that team member and ensure that he understands how the team feels and what they are doing.