Name: Muhammad Laraib Akhtar
Section: 7B
Roll Number: 21L-5294
Assignment: 6

Question 1

Task Assignment: "Laraib, I need you to handle a critical bug-fix task for our application. This bug is causing issues with user login functionality, which is our top priority right now."

Concrete Goal:

- Fix the login issue so users can successfully log in without errors.
- Ensure that the solution is thoroughly tested and does not introduce new issues.

Deadline:

- Complete the fix and submit it for review by the end of the day tomorrow (5 PM).

Communication Plan:

- Update me on your progress by the end of today with any challenges or blockers.
- Document the changes you make and provide a brief summary in the GitHub pull request.
- If you need help or clarification, let me know immediately.

Question 2

Preparation

1. **Create and Share an Agenda:** Prepare a clear agenda and distribute it to all participants at least one day in advance. Include specific topics, objectives, and time allocations for each segment.
2. **Limit Participation:** Invite only essential team members directly involved in the decision-making process to avoid diffusion of responsibility.
3. **Set Expectations:** Communicate the goal of the meeting and the importance of staying on schedule

Agenda Setting (During the Meeting)

1. **Lock the Door and Unplug the Phone:** Ensure an uninterrupted environment to maintain focus.
2. **Time-Limited Segments:** Allocate specific time slots to each agenda item and strictly adhere to them. Use a timer if necessary to avoid overruns.
3. **Decision Tracking:** Maintain "1-minute minutes" to document key decisions:
   - **What** decision was made?
   - **Who** is responsible for executing it?
   - **When** is the deadline?

Post-Meeting Follow-Up

1. **Share Action Items:** Distribute the "1-minute minutes" immediately after the meeting. Ensure tasks are assigned to a single responsible person with clear deadlines.
2. **Follow-Up on Deadlines:** Nagging is okay! Check in after 48 hours to ensure progress is being made.
3. **Schedule the Next Meeting:** Before the meeting ends, set the date for the next session, along with preliminary goals for participants.

Question 3

1. Meet Properly: Begin with a reintroduction to reset the atmosphere and establish mutual respect. Ensure everyone knows how to pronounce each other's names and is comfortable communicating.

2. Create Common Ground: Identify shared goals for the feature, such as meeting user needs, enhancing performance, or aligning with project objectives. Highlight these commonalities to shift focus from differences to shared priorities.

3. Improve Meeting Conditions: Choose a quiet and comfortable room with a large surface for brainstorming.

4. Let Everyone Talk: Give each team member the opportunity to explain their perspective without interruption. Avoid cutting off ideas or dismissing suggestions prematurely.

5. Check Egos at the Door: Discuss ideas objectively and label them descriptively (e.g., "Option A: Modular Approach" instead of "John's idea").

6. Praise Each Other: Highlight the positive aspects of every proposed solution, even if it's a stretch, before discussing concerns. This fosters a constructive atmosphere and encourages participation.

Question 4

Subject: Action Required: Update User Authentication Module

Hi **Laraib**,

I hope this email finds you well.

I need your assistance with updating the User Authentication Module in our application to address the recent login issue reported by our QA team. Here's a breakdown of the task:

Task Details:

1. Investigate and resolve the login error affecting user sessions.
2. Test the solution thoroughly to ensure no new issues are introduced.
3. Document the changes and submit them in a GitHub pull request.

Deadline:

Please complete the task and submit it by 5 PM on Friday, December 6th.

Accountability:

CC'ing Daniyal (Project Manager) to keep her updated on progress. Please let me know if you encounter any blockers or need additional resources to complete this task.

Looking forward to your confirmation. If I don't hear from you within 48 hours, I'll follow up to ensure everything is on track.

Best regards,
Muhammad Arsal
Lead Developer

Question 5

Critique of the Situation
The team member consistently missing deadlines and blaming unclear goals reflects poor communication and a lack of accountability. This issue can disrupt group dynamics and delay project progress.

Proposed Solution

Using Randy Pausch's principles, here's a structured approach to resolve this:

1. Ensure Clear Communication

- **Put It in Writing:** "John is responsible for drafting the feature specifications by Monday, December 4th."
- **Phrase Alternatives as Questions:** "What steps could help you complete the specifications by the deadline?"

2. Establish Accountability

- **Use Group Meetings to Confirm Tasks:** In group discussions, confirm that everyone understands their roles
- **Follow Up Regularly:** Check progress during team meetings or via email to maintain accountability.

3. Improve Group Dynamics

- **Let Everyone Talk:** Ensure the team member has a chance to voice their concerns during meetings.
- **Praise Contributions:** Find and highlight positives in the member's work to foster engagement and encourage responsibility.

4. Adjust Meeting Conditions

- Ensure meetings are free of distractions and provide a comfortable space for productive discussion.