Collaboration

Abide by group norms (7.1)

In order to follow group norms, we must first *define* the group norms and reach consensus. We came up with a table of collaboration guidelines by compiling each member's input, which can be seen below the first table.

Discussion	Participation	Time Management	Use Team Tools effectively
Listening to each other's ideas before making criticisms and eliminating them	Provide suggestions in group discussion or group meetings.	Don't troll while using group collaboration tools.	Use Discord for communication, talk in the right #channel
Try to question more improvements and give constructive feedbacks	Participate in activities such as prototyping and interviews.	Meet deadlines (Everyone needs to complete individual work on time before meetings)	Submit work to the team drive
Give each member approximately equal speaking time. Point it out if someone is doing a soliloquy	Contribute on group documents EX: creating group norms	Follow Trello →	List tasks on Trello, and set deadlines, and then add people to the task.
Be willing to challenge each others' ideas, in a constructive way	Be willing to cooperate to allocate time outside of school to finish certain aspects of the project.	Be aware of overall project progress all the time. Time awareness!	Person who did not abide to the group norms will not be executed before the whole team judges whether the excuse is acceptable or not
Encourage members to participate	Treat each other with good attitude: work ethic 100%, no insulting languages	Set a clear development schedule (e.g. calendar)	Use the Agile SCRUM development methodology
			Use Google Team Drive.

[Arthur]

- ❏ Listen to each other's ideas +1+1

- ❏ Consult the person who generated the idea before deleting it or criticizing it

- ❏ Ask for agreement before performing an action

- ❏ Think and speak out loud about your thoughts

- ❏ Try to be constructive rather than destructive on ideas

- ❏ Questioning are for improvements, not being criticisms

- ❏ Complete the jobs that you are assigned to

- ❏ Person who did not abide to the group norms will not be penalized before the whole team judges whether the excuse is acceptable or not

---

[Shaun]

- ● Actively participate in discussion regarding every aspect of the project
- ● Contribute as much as they can to the group
- ● Complete any designated parts of the project by the deadline
- ● Periodically check the group chat
- ● Stay on task when working
- ● Listen to people in meetings
- ● Stay on topic
- ● Respect the allocated time limit for each topic discussed
- ● Participate

1. Actively try to connect ideas
2. Manages airtime effectively
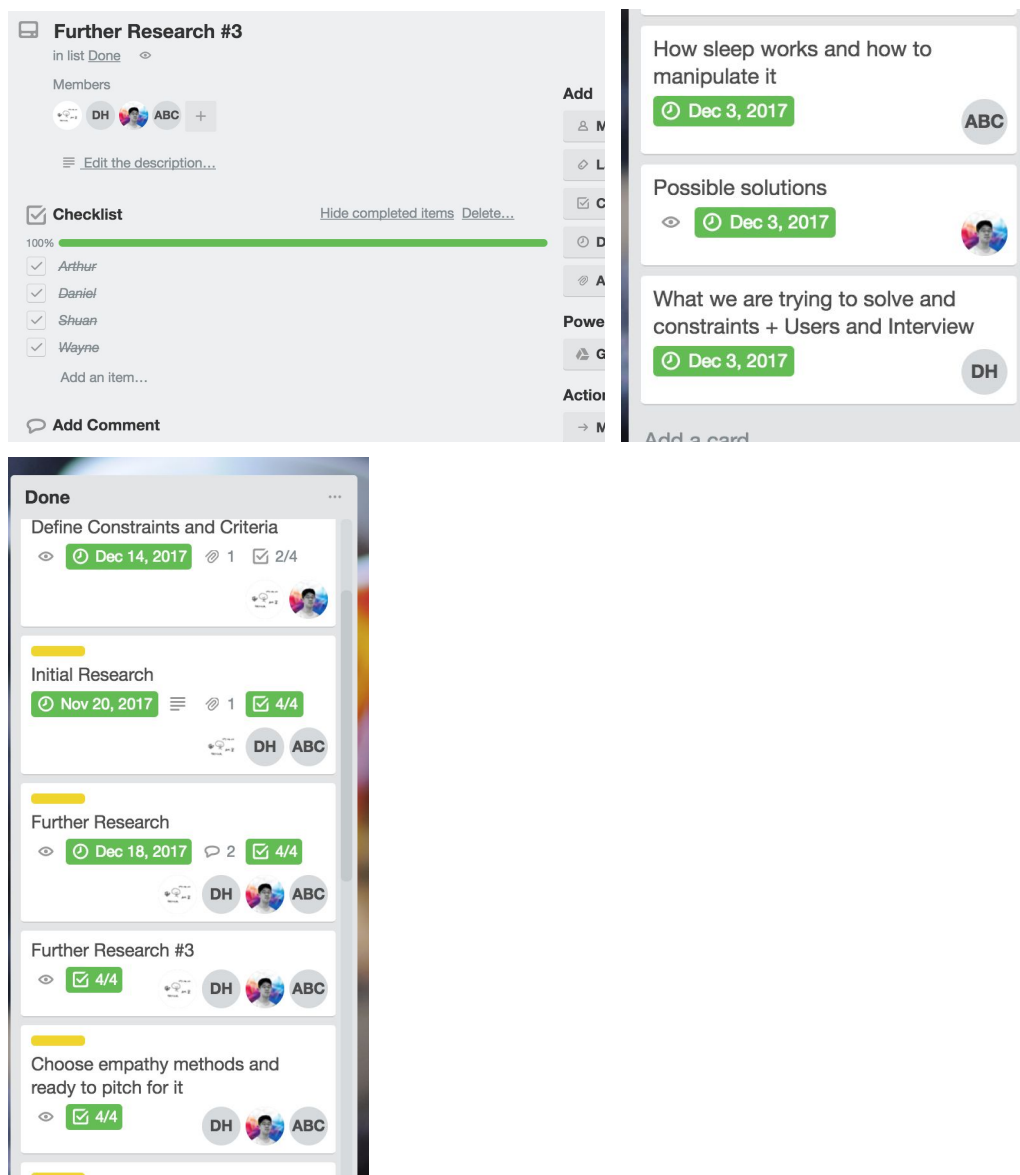3. Try to build on others' ideas

4. Be open minded
5. Explain your thinking
6. Use Slack and Discord regularly +1

Wayne

Encourage others to participate
Be open-minded to different opinions with a positive attitude
Actively participate to group discussions (E.g. offering ideas, suggesting perspectives)
Be fully aware of project progress
Contribute to discussions
Meet deadlines (Everyone needs to complete individual work on time before meetings)
Be proactive
Be willing to challenge each other's ideas
Be constructive
Be nice to others

Task Management (7.2)

As the task manager, I split each task so that each person has an approximately equal amount of workload. The tasks were listed on Trello and each member was tagged to the tasks along with a due date.

I came up with the idea of having an "under review" section where members would move their tasks once they are done so that we can go through it as a group.

Work as a whole team (7.3)

There is not yet enough evidence for this, but we have been coordinating our research so that each member researches a piece of the project and then we get back together and put it together to form results. We heavily utilize modularization so that tasks can be broken down and easily rescheduled or changed when necessary, without affecting other tasks. This way we can simultaneously work as a team instead of waiting for someone to finish something in order to move on to the next task.

Furthermore, we have a "under review" section on our Trello board that allows members to put their work up for peer review from the team. This is the check and validation process we use to make sure contributions are meaningful and as another point of collaborating as a team.

Encourage diverse perspectives (7.4)

Critical Reflection (7.5)