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 |

Our google drive Team Drive folder
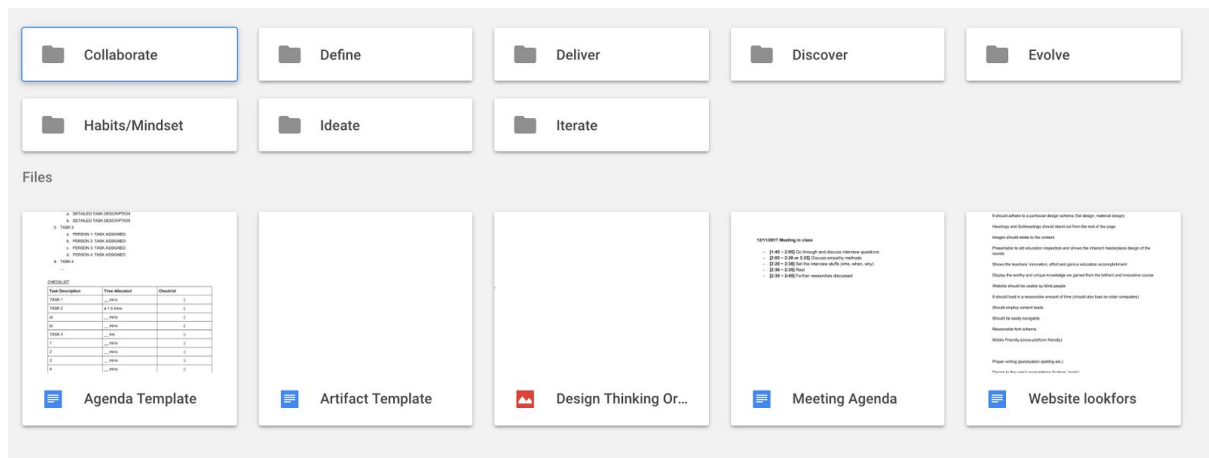
This is how we organize our individual files, and then combine them into a group file
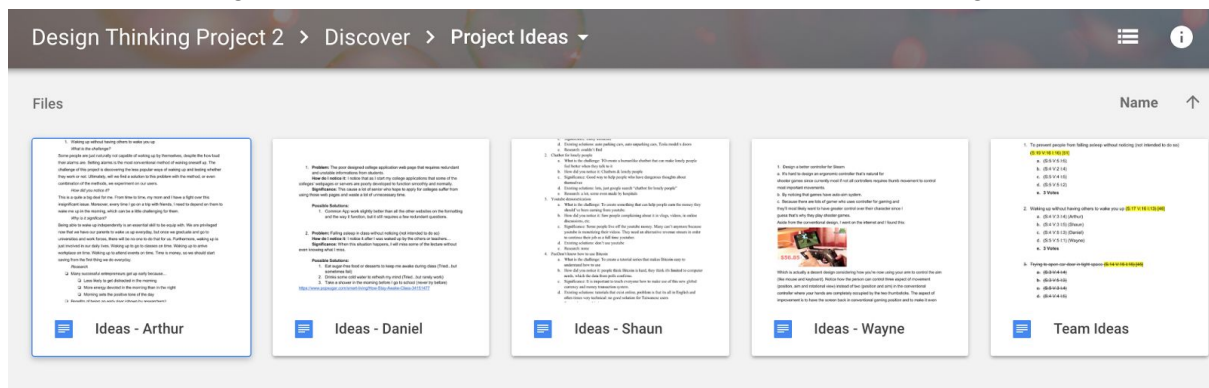
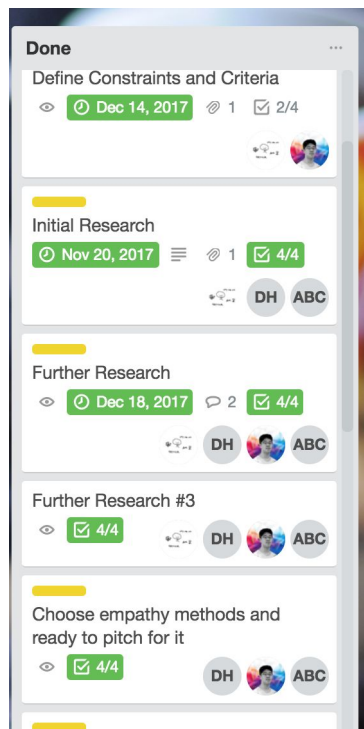Discord Chat so that everyone can receive files with one click and to remind people to do things
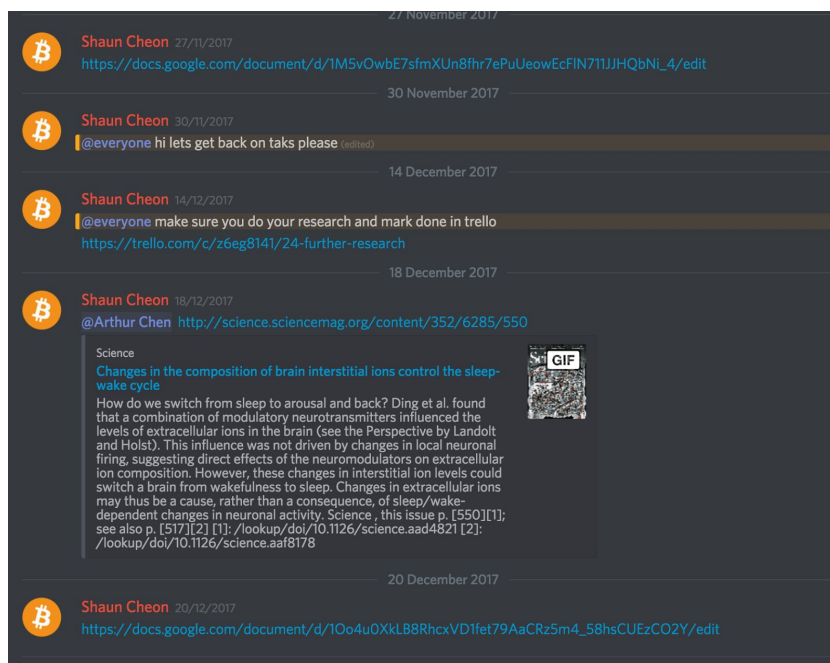
Task Management (7.2)

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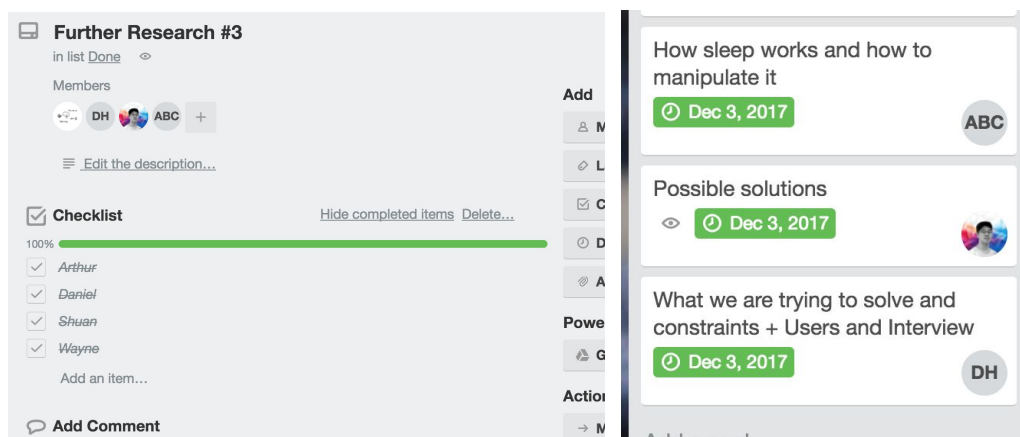
I came up with the idea of having an "under review" section where members would move their tasks once they are done so that we can go through it as a group.

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)

This is also hard to prove, but when we have discussions, we always make sure each person has a similar amount of speaking time so that every idea is heard before we move on to make a decision on anything.

Critical Reflection (7.5)

Project didn't end yet but here is a temporary reflection

What Happened?

We first created criteria that we could look at as a guideline as how to be a good team member. Our team norms this time focused a lot on the proper use of team productivity tools and time management. After this, as we actually began with our project, we made use of these tools.

Think and feel - What were you thinking and feeling?

I was thinking that it was good that we were beginning to use these team management tools because I felt like our last project would have been enhanced if we used it. I was hoping that our team would also make good use of Discord for communication but it turns out that they didn't really like it as much as the utilities it could bring if used properly. So maybe next time.

Evaluate - what was good and bad about the experience?

Interestingly we barely talked at all outside of class so we spent some more class time and a couple minutes after school to plan what we would do, instead of coordinating plans using chat outside of school hours. It was good that a lot of our team materials were much more organized than my last project. All the files were in one place that everyone could access. All the tasks were listed out clearly in Trello with notifications and reminders. I am hoping that for my next project the team is able to do some form of online communication so that we can easily have some form of recordable communication.

Envision - what else could you have done?

We could have added a little more detail on our Trello cards so that when we go to do the assignments, we have a clearer picture what exactly we are doing.

Plan - What would you do differently next time?

Like I said above, I plan on making Trello card tasks more detailed in the instructions and I plan on trying to get my team to start using our communication channel again so that we can also get things done outside of class.