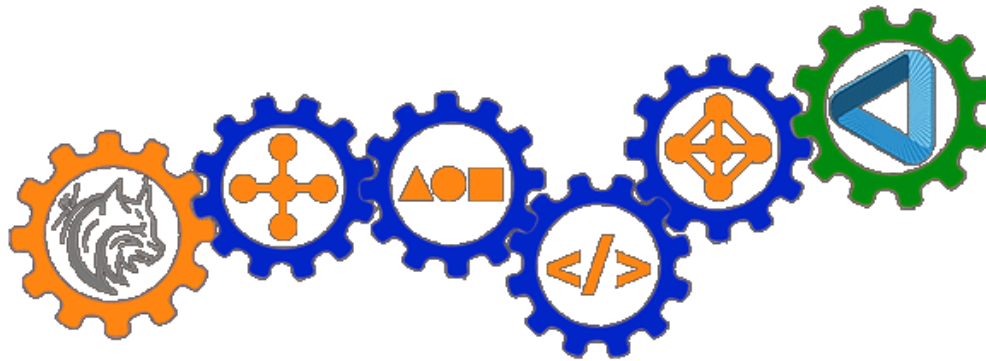# Project 1 Collaborate

Abide by Group Norms (7.1)

We created group norms so that we can function as a team and get things done, by following the same set of personal requirements and habitual patterns.

Group norms were listed, and each individual was evaluated

Group norms:
All group members are expected to:

- 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

Evaluation:

Daniel (assessed by Shaun)

Checklist	Y/N
Does the member help develop the group's ideas?	■
Does the member work with other members of the group?	■
Does the member bring individual work for constructive criticism and group revision?	■
Does the member involve other team members in their work?	■

Shaun (assessed by Powei)

Checklist	Y/N
	■

Does the member help develop the group's ideas?	
Does the member work with other members of the group?	
Does the member bring individual work for constructive criticism and group revision?	
Does the member involve other team members in their work?	

Powei (assessed by Daniel)

Checklist	Y/N
Does the member help develop the group's ideas?	
Does the member work with other members of the group?	
Does the member bring individual work for constructive criticism and group revision?	
Does the member involve other team members in their work?	

Of course we had one or two hiccups trying to follow all the group norms that we created. In the case when there was an issue, for example, I tried to finish a task completely by myself without checking with team members, Powei told me to discuss my ideas with the team first before proceeding to actually make it.

Task management (7.2)

Since the look-fors wants me to show the group norms again, I'll paste it here again.

Group norms:
All group members are expected to:

- 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

Task List:

1. Finalize our initial prototype idea (Daniel)
2. Finish our initial prototype (everyone)
    a. Get feedback from at least 5 users
3. Reiterate. (Powei)
4. Finish our second prototype(everyone)
    a. Get feedback from some users from previous prototype as well as new users (Minimum of 5)
5. Finish the presentation and powerpoint (Shaun)
6. Rehearse the powerpoint (everyone)

Team Calendar:

we ek	Su nd ay	Monday	Tuesday	Wednesd ay	Thursday	Fri da y	Satu rday
	1	2	3	4	5	6	7
8	8	9	10	11	12 *Prototype Idea Finalized*	13	14
9 (Un it 3)	15	16 Prototype finished	17 GET FEEDBA CK	18 GET FEEDBA CK	19 GET FEEDBACK	20	21
10 (Un it 3)	22	23 Prototype 2 finished	24 GET FEEDBA CK	25 GET FEEDBA CK	26 GET FEEDBACK	27	28
11 (Un it 4)	29	30 FINISH PRESENTATI ON	31 REHEAR SAL	Nov. 1 REHEAR SAL	**Nov. 2** **FINAL DUE DATE**		

Meetings (agenda and time)
Meeting date: October 19th, 2017
Topic: results of user feedback on initial prototype and how we should modify it
Agenda:

1. Review what our initial prototype looked like. (restrict to 1 min)
2. Go over the user feedback and our observations (restrict to 7 min)
3. How should we change things? (restrict to 15 min)
4. Create second prototype. (restrict to 30 min.)

Reasons for task distribution

Certain tasks were given to certain people for particular reasons pertaining to each individual. For example, I finalized and streamlined the presentation because I had access to certain media that needed to be put on the presentation (template, images, videos)

Tasks such as initial prototype development were given high priority status and went through accelerated development because it needed to be done before we can do anything else (eg. testing)

Additionally we had one or two issues at team meetings because we were sometimes going off task with jokes and occasional document trolling.

Work as a whole team (7.3)

Since the look-fors wants me to show the group norms again, I'll paste it here again (for the third time).

Group Norms:
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

Peer Evaluation:

Daniel (assessed by Powei)

Checklist	Y/N
Does the member actively make connections between ideas?	🟩
Does the member actively build on others' ideas?	🟩
Does the member try generate more insights?	🟩
Does the member try to be open to new and diverse perspectives?	🟩
Does the member check other members' work for errors?	🟥
Does the member explain revisions in his thinking?	🟩
Does the member help the group evolve ideas?	🟩

Shaun (assessed by Daniel)

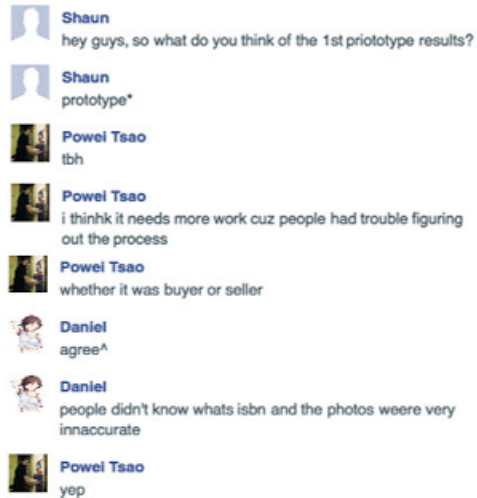| Checklist	Y/N
Does the member actively make connections between ideas?	🟩
Does the member actively build on others' ideas?	🟩
Does the member try generate more insights?	🟩
Does the member try to be open to new and diverse perspectives?	🟥
Does the member check other members' work for errors?	🟩
Does the member explain revisions in his thinking?	🟩
Does the member help the group evolve ideas?	🟩

Powei (assessed by Shaun)

Checklist	Y/N
Does the member actively make connections between ideas?	🟩
Does the member actively build on others' ideas?	🟩
Does the member try generate more insights?	🟩
Does the member try to be open to new and diverse perspectives?	🟥
Does the member check other members' work for errors?	🟩
Does the member explain revisions in his thinking?	🟩
Does the member help the group evolve ideas?	🟩

Image taken from discussion

Shaun
hey guys, so what do you think of the 1st priototype results?

Shaun
prototype*

Powei Tsao
tbh

Powei Tsao
i thinhk it needs more work cuz people had trouble figuring out the process

Powei Tsao
whether it was buyer or seller

Daniel
agree^

Daniel
people didn't know whats isbn and the photos weere very innaccurate

Powei Tsao
yep

Meeting notes after first prototype: (meeting lasted for 45 min) (meeting date: october 19th)

- What we observed: people don't know what isbn is. Also, sometimes they were confused.
- What they told us: The instructions could be more clear
- How we could change our prototype:
    - Make instructions more clear, assume that reader knows nothing about books or facebook
    - Make the post template more detailed
    - Explain that if you don't follow the template, your submission won't go through

Encourage Diverse Perspectives (7.4)

Group Norms
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

Daniel (assessed by Powei)

Checklist	Y/N
Does the member actively make connections between ideas?	🟩
Does the member actively build on others' ideas?	🟩
Does the member try generate more insights?	🟩
Does the member try to be open to new and diverse perspectives?	🟩
Does the member check other members' work for errors?	🟥
Does the member explain revisions in his thinking?	🟩
Does the member help the group evolve ideas?	🟩

Shaun (assessed by daniel)

Checklist	Y/N

Checklist	Y/N
Does the member actively make connections between ideas?	
Does the member actively build on others' ideas?	
Does the member try generate more insights?	
Does the member try to be open to new and diverse perspectives?	
Does the member check other members' work for errors?	
Does the member explain revisions in his thinking?	
Does the member help the group evolve ideas?	

Powei (assessed by shaun)

Checklist	Y/N
Does the member actively make connections between ideas?	
Does the member actively build on others' ideas?	
Does the member try generate more insights?	
Does the member try to be open to new and diverse perspectives?	
Does the member check other members' work for errors?	
Does the member explain revisions in his thinking?	
Does the member help the group evolve ideas?	

Image taken from discussion

Powei Tsao
Hey guys. To prevent group think, we should take different positions on purpose and think about our ideas with a different mind.

Shaun Cheon
? explain

Powei Tsao
like i mean when we talk about the user feedback and reiteration, one of us should try to critique our solutions while others try to refute him. that way we can have diverse perspectivse

Shaun Cheon
ohh ok. yea sure

Shaun Cheon
so who's doing it?

Powei Tsao
we'll decide while we're doing it

Critical Reflection (7.5)