

## Team Collaboration Protocol (TCN 710)

Week Number: 11

Date: July 18th, 2025

Attendees: Prachi Sapkota, Kim Tang, Prabhjot Bains, Kristina Ibrahim

### Agenda

*List the specific **outcomes** that will need to be achieved from this team meeting; a team meeting is for making decisions (ie. setting strategy) based on specific outcomes required at certain phases of the design life-cycle.*

- Reflect on feedback for high-fidelity prototype
- Draft plan for improvements we can make on our site.

### Roll-Call and Accountability

*Take attendance of team participants and identify whether they have completed the tasks that they had self-assigned from the last meeting.*

- Prachi Sapkota - completed
- Kim Tang - completed
- Prabhjot Bains - completed
- Kristina Ibrahim - completed

### Activities

*Functions, actions, or efforts delivered during this meeting that contributed to the project, for example, self-assigning of tasks or participation in a collaborative design life-cycle activity (ie. design-thinking workshop, affinity mapping, etc.). This does not include conversations about a topic.*

- Kim Tang
- Prabhjot Bains
- Prachi Sapkota
- Kristina Ibrahim

All of us wrote down the feedback we received from our last assignment. We used this to plan out how we want to start the final phase of our project.

### Individual Team Reflection

*Each team member identify what they did well during this meeting, and what they need to improve for the next meeting; address reflections from previous meetings and whether they have been appropriately addressed or not.*

Kim Tang

- Brought forth strong ideas for improvements we could make to our site, such as multiple text resizer buttons
- Got frustrated with unorganized JS code; need to work more slowly and fully absorb my members' input before making drastic changes to code

Prabhjot Bains

- Made notes during or discussion with Robert and shared them with the team during the meeting. This helped us create a streamlined and focused plan to improve our MVP project.
- I had to leave the meeting early, leaving my team members to finish the rest of the conversation by themselves. I need to make sure i am more clear about my availability so we can maximize our meeting time.

Prachi Sapkota

- I applied team feedback from the previous session to improve layout, styling, and overall usability.
- Worked with the team to refine our design with clearer spacing and better contrast that felt more intuitive.
- I came late and my webcam wasn't working, so I'll make sure to check my webcam and join on time next session.

Kristina Ibrahim

- I wrote down everything we need to focus on for the MVP assignment.
- I plan to continue focusing on the reflection and research aspects of our work.
- I drafted feedback we received from our last presentation and brought up suggestions for how we can improve.