

## Team Collaboration Protocol (TCN 710)

Week Number: 12

Date: July 25th, 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.*

- Implement the changes to our website design in HTML, CSS, and JavaScript.
- Start drafting the MVP deliverable.

### 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 Mproject, 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

Increased line height for written text to create better spacing.

Removed the search bar functionality from the entire help centre.

Re-added link to landing page on logo in the nav bar, while making “back to top” text clickable.

Removed box shadow from the “other helpful articles” section to help it aesthetically fit better on article pages.

## 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

- Maintained team organization and workflow by steering team away from unrelated topics
- Continued to support team knowledge of JS as we worked on the code together
- Arrived late to the meeting; need to make sure I make the most of our meeting time by arriving on time

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.
- Maintained our notes file to record all the updates for our MVP HTML prototype.
- Maintained the Visual studio code editor files
- I came late to the meeting, need to make sure I arrive on time to maximize our meeting time and productivity.

Prachi Sapkota

- I helped to refine our high-fidelity prototype by adjusting interactive elements to make sure user's action feels smoother.
- Worked with the team to refine our design with clearer spacing and better contrast that felt more intuitive.
- This time, I made sure to check my webcam setup and arrive on time for the meeting.
- I have to come prepared with reliable sources.

Kristina Ibrahim

- I helped with changing up our code to implement new changes.
- Worked on the assignment deliverable, making sure we are on track with doing our user research and reflection.

- For the future, I want to improve at staying on track during our meetings.