

Team Collaboration Protocol (TCN 710)

Week Number: 13

Date: August 1st, 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.*

- Draft MVP document
- Draft MVP presentation

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

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

- Contributed thoughtful insights to the deliverable by writing thorough content about our research process, reflection, etc.
- Continued to work well with my team by bouncing ideas off of each other (e.g. how to restructure presentation)
- Need to take notes on things we discussed earlier in the meeting so that I don't have to ask the team to circle back to discussed topics and potentially waste time

Prabhjot Bains

- Shared feedback notes from our instructor with the team during the meeting. This helped us streamline and focus the documentation of our UX Design Process.
- I arrived to the meeting on time, which allowed us to use the meeting to complete most of our assignment. This is a marked improvement from last week's meeting.
- I got a little distracted and got our team sidetracked with tangents unrelated to the project. I will make sure to keep my future team dynamics more focused moving forward.

Prachi Sapkota

- Collaborated on clearer spacing and better contrast to make the design more intuitive.
- Worked together to improve the visual hierarchy of the website.
- I came late to the meeting and will be more mindful of time management moving forward.

Kristina Ibrahim

- I worked on the final deliverable with my team. Wrote down important information on our heuristics, research process, and reflection.
- Provided research insights from the users I did usability tests with.
- Completed the presentation slides.
- I arrived to the meeting late, so I'd like to plan my time out better. Doing so will help increase productivity and efficiency.