# Date: 2 August 2019

# To: Sierra Sinor

# From: Chen Zhang

# Subject: Individual Memo on Collaboration and Final Design Report

## Final Design Report Evaluation

Our Final Design Report looks formal and well organized, but the draft needs to polish the details in each section. I wrote the cost analysis section of the design report also the presentation of the design part, I will revise the presentation section before we submit the final version, because I think the presentation part is not what I want to express. Besides the cost analysis and presentation section, Abhishek and Nic did nice work. We separate our task into two groups which one group for writing, one for design and build, the good part of this is that we improve our efficiency, but the sad thing is that people who write the document couldn't well understand the design of this mousetrap car. In this case, our final design report seems not that integrate if everybody involves the design part. Well-communication is the key to solve this problem but in reality, it's hard to meet this requirement. I believe we can write a better design report if we put more time on this assignment and everyone takes this task more serious, but I am ok with what we did since the limited time and we can't meet each other for some reason.

## Collaboration Experience Evaluation

The overall collaborates experience during this mousetrap car project was good because Nicholas and Abhishek finish most of the writing assignment. We use the google doc to share the file we need to work with, and everyone in the team finishes their section shortly, that gives us plenty of time to revise and polish our documents. Although the design and build the car basically on my own, I can focus on the car since I don't need to worry about some of the writing assignment a lot. The Microsoft Team was very useful during our project, not only we can chat with each other, but also, we can share a document or pictures on it, even we can hold a video meeting by using it. It would be great if someone else can help me with the mousetrap car, but I could finish it easily since the project was simple. The split-task made us work efficiently, but if the project becomes complicated, then what we did will not work anymore, maybe we have to face and solve the problem together. Kairou didn't show us her mousetrap car for a reason, but she is active when we wrote a document together. Everyone in the group shared the task and tried their best to make the assignment perfect, besides the tiny issue we were facing, I enjoyed this online course very much because it was compact and efficient.

## Allocation Table

|  |  |  |
| --- | --- | --- |
| Member Names | Score |  |
| Chen Zhang | 25 |  |
| Abhishek Kamatkar | 30 |  |
| Nicholas Hagan | 25 |  |
| Kairou Pua | 20 |  |

## Allocation Explanation

* Chen Zhang - As a member of Dishes A Mousetrap, my duty is designing the mousetrap car and build it, in some occasion, I need to write the document to help Abhishek and Nicholas to finish the team report. Our team's mousetrap car was made by me, I purchased all the materials over 30 dollars, and I polish the prototype over six times, then I recorded a video to demonstrate our design and how it works. My contribution to our team not confined to design and build the mousetrap car, also as a reminder to push our members to finish our work as early as possible.
* Abhishek Kamatkar - As the team leader of Dishes A Mousetrap, Abhishek always reminds us what need to do and split the task, especially the heavy writing one. He is very active, also the coordinator between the group and instructor, and group members. For the Proposal task and the Final Design Report, he put most effort to polish the document, and we got a nice mark on our Proposal assignment. Besides the contribution to our team, Abhishek volunteer himself as the group leader, which is a brave act for me, because the leader has the responsibility to do the task without extra credit. Based on that, I believe he deserves a little bit more credit than others.
* Nicholas Hagan - We call Nicholas as Nic in our group chatting, his duty is the same as Abhishek, which responsible for the writing job. Although sometimes Nic reluctant to say something with others, he did his job on time during every task. Writing is hard for everyone, even for the native speakers, not only writing is different from speaking, but also it requires plenty of time to master and polish. I wouldn't say that Nic and Abhishek's writing is perfect, but every time I open the document they wrote, it can tell that they treat the assignment very seriously. That's why I recon Nicholas deserve an average mark.
* Kairou Pua – As a member of Dishes A Mousetrap, Kairou's responsibility is to design and build the mousetrap car which as same as me. She responded to our message reasonably when we @ her in the Microsoft Team software. However, she didn't show us what she made, even her design was a mystery to us. I hardly believe that she buys the materials and build the car in anyway. When I asked her to shoot a video to demonstrate her design to see how her car work, she makes an excuse and refuses to do it. Since it's a college project, everybody in this team is not going to find out she did the car or not, but I don't like her attitude toward this project, I will say nothing even she told me that she did not buy anything also did nothing with the mousetrap car only if she told the truth. That's why I deduct 5 points from her and pass to Abhishek.