

LIS3021, Section 1

Group 2

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Project Plan Update

Positive Aspects

- Everyone arrives on time and is prepared in advance for each of the group meetings
- All group assignments are completed on time; we have had no late assignments
- Everyone does their fair share of the group work; duties for assignments are rotated each week for weekly assignments, as well as meeting minutes

Group Dysfunctions

- Lack of communication outside of class
 - Being that we are only able to meet twice a week, it is hard to fit everyone's schedules outside of class.

Corrective Actions

- Use email more often; submit the assignment to each group member before it is submitted for grading. This way, everyone gets a chance to give their approval so that it is not submitted without everyone reviewing it.
- Arrange more meetings outside of class; make better use of the Content Collection System
- Make better use of the discussion board; post messages more frequently about group assignments, specifically for the written report and PowerPoint presentation

Report Purpose

- Purpose: Update the status of the group and Project Plan I by adding the type of report we should give and our overall problem statement.
- Problem: What are the benefits to students of the Content Collection in preparing group projects?
- Informative Report
- Factors to Address (subtopics):
 - Versioning
 - Adapts to everyone's schedule
 - Tracking
 - Portability
 - Work cannot be lost
 - Usability

Plan for Organizing

- **Completed Thus Far**
 - Form a purpose and problem statement for the project
 - Developed subtopics for our main topic
 - Narrowing our focus to students using the Content Collection
- **Need to Do**
 - Create slides
 - Write the written report
 - Decide roles for the group presentation
 - Complete research for the topic
 - Decide on the layout for group organization and collaboration outside of class, as well as how to structure better usage of in class time.
- **Who Will Do Each Task?**
 - Walt and John will complete the slides
 - Sawyer and Mike will complete the research
 - Leo will edit and synthesize the final report and complete an overall review of final documents
 - All team members will participate in the presentation of the final project
 - Each member will partake in the PowerPoint Presentation, as well as collaborating in writing the written report as well.
- **How Will We Coordinate?**
 - All team members will collaborate on the discussion board on a daily basis and post all documents to the file exchange for review by all team members.
 - Post all group assignments on the Content Collection System and e-mail passes to all group members to edit the documents.
- **How Will We Control?**
 - Sawyer will maintain contact with everyone and make sure all assignments are completed on time.

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