**Group Work Contribution Report**

**Project Title:** Pet Allergies

**Group Members:** Hannah, Hailey, Richard, Rhea

**Individual Contribution Summary**

**Member 1: Name:** Hannah Cruickshank
 **Role(s):** [Script, pharmacology, references list/intext citations]

**1. Tasks Completed**

**Task 1: [Script]**

* For this project, I contributed by helping to create and edit the script, I wrote my parts of the podcast with assistance from my partners in editing to ensure my parts of the script had good flow.

**Task 2:** [**Citations]**

* I worked cohesively with Hailey to place our in-text citations in and ensure our pathophysiology and information had the appropriate references to support our research. We also created the reference list and ensured it was in the appropriate APA.

**Task 3: [Pharmacology]**

* I researched the medications and how their mechanism of action works, what their effects are on allergies and how they could be beneficial to someone experiencing allergies.

**2. Collaboration & Communication**

**Team Meetings:**

* For our group project, I participated in four in-person meetings with my group. We collaborated to discuss and edit the script, plan our ideas for the project, and figure out responsibilities. Additionally, I worked with my group partner, Hailey, over the phone to finalize references and in-text citations together. We had two in-person meetings specifically dedicated to recording the podcast. Throughout the project, we worked cohesively as a team, ensuring each member contributed and felt that their ideas were valued.

**Communication:**

* Our team utilized Facebook Messenger which became our primary communication, allowing us to quickly share updates, coordinate meetings, and ask questions. We also worked in a shared Google Doc, which ensured that each team member had constant access to the latest version of our work. This collaborative approach allowed us to make edits, add content, and review each other’s contributions, which ensured we were able to all collaborate effectively. Being able to communicate effectively helped us stay organised, productive, and create a podcast that we feel is very valuable.

**3. Challenges & Solutions**

**Challenge 1: [Technical Challenges]**

* In our group project, the biggest challenge I encountered was the setting up of the podcast recording studio. Since I struggle with technology, this part of the project was particularly challenging, and I felt quite unhelpful. It took time and troubleshooting from my group members to get the equipment to work correctly. Despite this challenge, my group members who are more tech-savvy were able to figure this out and we were able to record our podcast.

**4. Reflection**

**What I Learned:**

* Working on this group project was a rewarding experience, especially because I had the chance to work with new people who brought a great dynamic to the team. Our group communicated effectively, which made coordinating tasks and sharing ideas both smooth and enjoyable. One of the highlights was learning how to create a podcast. I gained insight into the setup, the recording process, and how neat and informative a podcast can be as a way of sharing information. It was rewarding to see our efforts come together.

**Areas for Improvement:**

* Looking back, it would have been beneficial to have some prior knowledge of the podcast recording studio setup before we started recording. Since the room could only be booked for one-hour slots, it felt a bit stressful, and a little extra familiarity with the equipment could have saved us valuable time. With more knowledge or assistance with the equipment we could have used our recording sessions more efficiently rather than troubleshooting technical issues.

**Overall Contribution:**

* In this group project, my contributions included helping to develop and edit the script, researching medication mechanisms, their interactions with allergies, and collaborating on references and in-text citations. I participated in four in-person meetings, during some of these meetings we discussed and edited the script, planned our project timeline, and twice recorded the podcast together. Additionally, I coordinated with my group partner, Hailey, over the phone to finalise citations and reference lists. I think overall we created a really fun and informative podcast that really highlights pathophysiology.

**Member 2: Name:** Hailey McNabb
 **Role(s):** [Patho Flow Creation/Research, Podcast Cover Design, In-text citations/reference list, personal edits to script, booking the podcast room]

**1. Tasks Completed**

**Task 1: [Pathophysiology Research and Flow Creation]**

* I created the overarching theme and steps for the pathophysiology of pet allergies. I chose a specific pet and looked into multiple articles that described and discussed the progression of this allergic reaction. I used a combination of videos, in-class lectures, and academic journals to support my findings. My contribution provided the basis for some of the core elements of this project, helping to facilitate group conversations and the generation of the script.

**Task 2: [Podcast Cover Design]**

* To create a podcast cover I had to look into multiple sites that would provide me the proper tools to make a unique design. I took the time to view another podcast covers and used that to inspire me to create our group's image. I decided on an Adobe design program. This cover was a needed feature of our submission, I was able to create a design that was tailored to our group podcast in a way that we saw was engaging and would catch people's eyes when looking through each other's projects.

**Task 3: [In-text Citations/Reference list]**

* Hannah and I worked on this task together. We worked on compiling everyone’s references and ensuring they were appropriately cited and relevant to our topic. We read each article and cited it to the content within the script. In order to reference properly we utilized the TRU APA in a nutshell tool. We were able to complete the in-text citations and reference list, allowing us to give credit to the sources that we used within this project.

**Task 4: [Personal script edits]**

* After the creation of the script, I went through my talking points and tailored them to flow in the way I felt was best for my character. I used the script that Richard created and adapted any areas I felt needed further explanation, clarification, or re-wording. This task ensured that I was prepared to record during our dedicated podcast filming day, allowing us to complete the project in a timely fashion.

**Task 5: [Booking the podcast room]**

* Lastly, I helped in organizing 2 scheduled times to attempt to record the podcast. I looked into the TRU website and helped coordinate a time when everyone could film. This booking gave us the best facility to record a high-quality podcast, ensuring the content was clear and easy to hear.

**2. Collaboration & Communication**

**Team Meetings:**

* I attended and participated in all group meetings and discussions.
* I helped with developing the idea of the 3 roles in the podcast (host, guest, expert).

**Communication:**

* We primarily communicated over our messaging group chat, but also in person. I found that over messenger was the best way to keep everyone informed due to there being a message trail. It was also nice as it was a quick way to discuss questions about the project without having to facilitate a formal meeting.
* After group meetings, I typically provided a text summary to our group chat to allow everyone to be informed and reminded of the tasks/goals that we had set during those conversations.
* When I booked the podcast room it allowed us to have a deadline on when we needed to have our script edited and ready to be recorded.

**3. Challenges & Solutions**

**Challenge 1: [Podcast Troubleshooting]**

* During our first podcast recording, we faced many challenges on how to operate the software and recording programs. This was especially difficult as we were only allowed to book in 1 hour time slots, meaning, we took up 40 minutes of our time just troubleshooting. When we asked for assistance from one of the staff members in the facility, they were unable to provide us with concrete teaching, leaving us to figure it out on our own. Rhea and I worked on researching how to run the software and began testing the microphone/recording features. Together we were able to figure out how to record and began trialing with our group. We had anticipated that this would be a difficulty we would face, hence, we had already pre-booked another recording day the following week.

**4. Reflection**

**What I Learned:**

* I enjoyed this group project. With this experience, I was able to learn more about the processes of podcast creation and some of the steps to take if I ever wanted to pursue this in the future. I learnt some basic skills in navigating GarageBand and the basic setup of a podcast room.
* I was able to develop some skills in digital design. I now know of a few good resources that are user-friendly and provide lots of opportunities to express your creativity.

 **Areas for Improvement:**

* In the future, I would like to work on helping in establishing clear roles and responsibilities from the first meeting. I felt that we were somewhat vague when initially giving out roles, making some people unsure of how/when/where to help.

**Overall Contribution:**

* My contributions to this podcast were crucial to its success. I developed the pathophysiology flow on pet allergies, providing the foundational content that guided the script. I created a visually appealing podcast cover, tailored to make this project eye-catching to other viewers. I worked in collaboration with my teammate to complete in-text citations and referencing, ensuring the project met academic standards. The edits to my sections of the script helped in creating a seamless flow of my ideas. Lastly, by organizing the podcast room, I helped to set clear timelines for our tasks to be completed. When facing challenges with recording I helped step in to resolve some of the technical challenges we faced with using a new technology.
* I am very satisfied with the outcomes of this project. I felt that everyone worked together effectively and was open and receptive to each other's input. I feel that the work that was produced was the best to our group's ability.

**Member 3: Name:** Richard Skeet
 **Role(s):** [Formation of the Group Chat and setting group expectations, initial reference research and editing, voice of the host, generating rough script]

**1. Tasks Completed**

**Task 1:** **[Group expectations and group chat]**

* I created our group chat, which we used to communicate and organize the group's initial expectations around not leaving it to the last minute.

**Task 2: [Initial research and editing]**

* I helped with the initial research, finding four articles. I also read over and helped proofread the podcast's pathophysiology.

**Task 3:** **[Voice of the Host]**

* I voiced the host of the podcast, moderating the discussion throughout, doing the introduction and advertisement, and concluding the podcast.

**Task 4:** [**Rough script]**

* I wrote up the initial 14-page rough draft script, utilizing the pathoflow that other group member(s) made, which other members then worked off of and edited to suit themselves and polish up.

**2. Collaboration & Communication**

**Team Meetings:**

* I attended all group meet-ups (I was late once because I was coming from work) and was responsive in our group chat.
* I came very prepared to meetings and helped decide on roles.
* I brought snacks and refreshments.

**Communication:**

* We largely communicated using Facebook Messenger. I found all group members responsive and accommodating to people's life situations. We all communicated when we could realistically get things done or if we needed help. In my opinion, the group was very organized, engaged, and supportive. We designated roles, and everyone delivered wonderfully.

**3. Challenges & Solutions**

**Challenge 1: [Time Constraints with the Script]**

* My initial rough script ended up being 14 minutes long on recording; cutting the script down and editing was very hard, especially for me, as I was very attached to some of the more creative or funny parts of the script that had to be cut for time (as they didn’t add any real information) the group was very supportive and collaborative when editing their parts rather than just cutting. We also had some technological issues with running the podcast room and the programs. I’ll recognize Rhea for stepping up and handling most of that headache with some support from Hailey.

**4. Reflection**

**What I Learned:**

* I learned a few tech-savvy things and that having a podcast could be fun - if it's a lot of work. This has also been the smoothest group experience I have had in nursing school, so I think setting up expectations early on when it comes to group work is the way to go.

 **Areas for Improvement:**

* It’s hard to develop something to improve as this group worked so well together. I think if we had clarified roles even earlier, people could have chipped away at it sooner and perhaps made it slightly less stressful.

**Overall Contribution:**

* My contributions to this project leaned heavily toward the creative side, initial script writing, and voicing the host. I’m very proud of this project and our group's work in general, and I hope you enjoy it just as much!

**Member 4: Name:** Rhea Little

**Role(s):** [Video editor, audio editor, equipment set up, timesheet maker, editing script]

**1. Tasks Completed**

**Task 1 [recording setup]**

* I learned how to set up the equipment in the podcast room to record high-quality audio for the podcast. I watched YouTube videos to learn how to use garage band. I then realized this format would not work as I would not be able to edit the recordings afterwards. I then figured out iMovie and decided this would be the best method of recording.

**Task 2 [editing]**

* I handled editing all of the audio. I practised using “Inshot” to edit the audio before going into the recording studio the second time to figure out which platform would be the best for editing the audio. I then edited the audio and cut out the long pauses, stutters and laughing in the recording to make it smooth. I found a voice-enhancing program called “Podcastle” to improve the audio and used it to clarify the voices. I then added all the music and sound effects to the audio.

**Task 3 [time stamp sheet]**

* After I finished editing the video, I created the timestamp sheet, as I had the audio. I used otter.ai to create the time stamps then went through and edited the incorrect words, adjusted the speakers, and separated where it confused who was speaking. I then copied this onto a word document.

**Task 4 [editing script]**

* I read through the script and checked the pathology and grammar. I also helped to check the reference list formatting and made corrections as needed.

**2. Collaboration & Communication**

**Team Meetings:**

* I attended all of the meetings. We had one meeting to decide what format (video or podcast) we should use, how to set up the podcast, and who is taking on each role. We met a second time to work on the script and discuss between classes. Finally, we met up to record on two occasions. The second time I recommended that we use iMovie to record as it would work better to edit and would create a better product.

**Communication:**

* Methods used: We used two main methods of communication: Facebook Messenger and in-person meetings. We used Facebook Messenger to book meetings, share ideas, ask for help, and clarify roles. We used in-person meetings to make big decisions about the project like the first meeting when we decided which format to use and the last meeting when we recorded the audio together.
* Coordination: We decided in the first meeting who was responsible for what, then we made sure to write it down and send it to the group chat to have a formal written document we could reference that showed each person's roles. We ensured to communicate by text when we would be done with our sections so we could follow a timeline.

**3. Challenges & Solutions**

**Challenge 1 [recording equipment]:**

* When we showed up to our first recording appointment the equipment was more complicated than I originally thought, and nothing was turned on. We had to learn how to set up the equipment. I also had to learn how to set up and use garage band which was also more complicated than I thought. I had to change the settings to record a podcast and then learn how to export the audio to my cell phone. After recording I found that you can only edit Garage Band audio on an Apple computer which I did not have.

**Challenge 2 [editing platform]:**

* After figuring out that I would not be able to edit using the Garage Band platform I had to research other platforms. I decided to use “Inshot” as I have a lot of experience editing videos on this platform and it has a lot of free music and sound effects available. I then had to figure out which media platform on the podcast room computer I could use to record the audio. I finally figured out how to use iMovie.

**Challenge 3 [clarifying audio]:**

* In the podcast room, there was an air vent that we could not turn off. The microphone picked up the sound of the air creating a slight humming in the background of the audio. I researched several audio clarifying platforms and used “Podcastle” to clarify the audio and reduce the background noise.

**4. Reflection**

**What I Learned:**

* I think this project went well. My group worked great together and maintained great communication. Each person contributed according to their skill set and strengths and everyone contributed equally. I have learned more about recording equipment and editing platforms. I am not always great with technology so this was a bit of a learning curve, and I acquired some new skills. I learned about garage band, Inshot, video editing, audio enhancement, and script writing. I previously thought that podcasts were easy. I thought you just had to record a conversation, but I have since learned how much work goes into creating one before, during and after recording.

 **Areas for Improvement:**

* I feel next time I could work on ensuring my parts get done in a timelier manner. Although we got everything done in time my portion of editing did take a couple of days. Also, next time I would do more research ahead of recording so I know more about the equipment and editing platforms so that we would not have to waste so much time figuring out the equipment.

**Overall Contribution:**

* Overall, I set up the recording equipment, edited the audio, added the music/sound effects, and wrote the time sheet. I think the final product turned out great especially because it was the first time anyone in my group has made a podcast. It is creative, interesting and has lots of amazing information.