**Group Work Contribution Report**

**Project Title: Allergic & Thriving**

**Group Members:**

1. Anamica Bhucher
2. Erin Caton
3. Loveleen Khosa
4. Sebreena Lalani

**Member 1: Name:** Anamica Bhucher

**Role(s):** I contributed to the informational aspects of the project, focusing primarily on pathophysiology, signs and symptoms. I also revised and inputted information into the script alongside other team members and created the licensing for our project.

**1. Tasks Completed**

**Task 1: [Description of Task]** Provide a brief description of what you did for this task, any tools or resources used, and the outcome and how your contributions fit into the overall project.

**Task 1:** I researched and provided detailed information on the pathophysiology, signs and symptoms of food allergies. The resources I utilized include:

[Mayo Clinic - Food Allergy Symptoms & Causes](https://www.mayoclinic.org/diseases-conditions/food-allergy/symptoms-causes/syc-20355095)

[NCBI - Food Allergy Overview](https://www.ncbi.nlm.nih.gov/books/NBK482187/)

[PMC - Immune System Response](https://pmc.ncbi.nlm.nih.gov/articles/PMC3070117/#:~:text=Whereas%20the%20immune%20system%20of,adverse%20symptoms%20upon%20re%2Dexposure)

My contributions significantly impacted the flow of the podcast, creating a cohesive narrative that tied in with our case study of Bobby, making the information engaging and relatable.

**Task 2:**  I collaborated with my team to revise and input information into the script. We needed to shorten the script to meet the time limit, and I focused on integrating Bobby’s case study to enhance the narrative. My contributions helped create a conversational tone, making the podcast accessible to individuals struggling with health levels and preventing it from feeling automated or robotic.

**Task 3:** I created the licensing for the project using the <https://creativecommons.org/share-your-work/cclicenses/>.  The license is “© 2024 is licensed under CC BY-ND 4.0”. My contributions allowed our rights to this project to be recognized by other individuals who use our podcast.

**2. Collaboration & Communication**

**Team Meetings:** *Attendance:* [Describe your attendance and participation in team meetings.] and *Input:* [Mention specific ideas or suggestions you contributed during the meetings.]

**Attendance:** I attended the team meeting on Saturday October 19th roughly for 4-5 hours and contributed actively. During this meeting, I provided insight on structuring the signs and symptoms section, ensuring it was clear and comprehensive. I also offered ideas on how to smoothly integrate information about Bobby’s story to make it realistic for the audience.

**Input:** I suggested the case study format integrated in the project script, with tone expression e.g., “Oh amazing” “Wow so fascinating” which helped maintain a conversational tone. This also made the narrative easier to follow, allowing us to stay within the time limit while keeping essential content.

**Communication:** *Methods Used:* [Describe how you communicated with your team (e.g., email, group chat, in-person meetings) and how effective it was.] and *Coordination:* [Describe how you helped coordinate tasks and ensured the project stayed on track.]

**Methods Used:** We communicated primarily through a WhatsApp group chat. This method was effective, especially when coordinating team meetings, questions/concerns, comments on each other’s part, assigning roles, last-minute edits and revisions. For example, I used our group chat to confirm changes to the script with other members and keep track of sections needing final review.

**Coordination:** I helped coordinate the revisions of our script by taking out unnecessary information that wouldn’t enhance our case study. We all set up a designated date to ensure each team member completed their part in time for our recording day. This process kept us organized and allowed everyone to stay updated on the progress.

**3. Challenges & Solutions**

**Challenge 1: [Description of Challenge]** Explain how you or your team overcame this challenge.

**Challenge 1:** One challenge we encountered was reducing the script’s length to fit within the time limit without losing essential information. As a solution, we collaboratively revised the content and focused on concise language. I contributed by suggesting alternative phrasing and removing redundant sections while keeping core information intact.

**Challenge 2:** Another challenge was licensing, as our team was unfamiliar with the process. To address this, I researched Creative Commons licenses and used the website to create an appropriate license for our work, ensuring that our rights were protected.

**4. Reflection**

**What I Learned:** [Reflect on what you learned from this group work experience, including any new skills or insights gained.]

This project taught me the importance of concise communication throughout our script, especially when conveying complex information. I also learned the basics of copyright licensing, which was new to me and beneficial for understanding content protection.

 **Areas for Improvement:** [Identify any areas where you feel you could improve in future group projects.]

I recognize that I could work on being more assertive when providing feedback to my team. Sometimes, I hold back on sharing my thoughts, which may prevent us from fully exploring ideas or addressing issues. By being more vocal and confident in sharing my insights, I can contribute to a more collaborative environment.

**Overall Contribution:** [Summarize your overall contribution to the project and your thoughts on the final outcome.]

My overall contribution helped to provide a strong foundational structure for the podcast, particularly in terms of information flow and narrative tone. I’m proud of our final outcome, as it’s both informative and engaging, successfully balancing facts with a personal story that brings our topic to life regarding food allergy.

**Member 2: Name:** Erin Caton

**Role(s):** Treatment research, script writing, references

**1. Tasks Completed**

**Task 1: [Description of Task]** Provide a brief description of what you did for this task, any tools or resources used, and the outcome and how your contributions fit into the overall project.

I completed the treatment and prevention section of the assignment for food allergies and wrote the script for my section. I used online resources and articles to complete this. I also was responsible for completing citations that the other students used in their sections to create our reference page.

**2. Collaboration & Communication**

**Team Meetings:** *Attendance:* [Describe your attendance and participation in team meetings.] and *Input:* [Mention specific ideas or suggestions you contributed during the meetings.]

I attended all the meetings we had as a team and contributed during conversations. I along with the others all decided a podcast style would be best for us. I want to try and break up the podcast a bit, having people ask questions as I would seem like a more natural flow you would actually see in a podcast.

**Communication:** *Methods Used:* [Describe how you communicated with your team (e.g., email, group chat, in-person meetings) and how effective it was.] and *Coordination:* [Describe how you helped coordinate tasks and ensured the project stayed on track.]

We had a mixture of group chat conversations and in person, depending on what part of the assignment we were working on. We made sure not to make any big decisions over text as it can be difficult facilitating discussions. We split up the group works fairly well which we could do on our own time but would have the other group members look over it before finalizing anything.

**3. Challenges & Solutions**

**Challenge 1: [Description of Challenge]** Explain how you or your team overcame this challenge.

There were no significant challenges that we faced. When writing the script, there were some differing opinions about how we wanted it to read; we did a good job of hearing each other out and incorporating each other's ideas.

**4. Reflection**

**What I Learned:** [Reflect on what you learned from this group work experience, including any new skills or insights gained.]

I learned the importance of having the right group members. It is helpful when you feel comfortable being able to share your ideas. Also working with people, you already know well and the skills they have and how they approach assignments and group work.

 **Areas for Improvement:** [Identify any areas where you feel you could improve in future group projects.]

I think like with all group projects I am a part of I need to remember that it is okay for me to speak up. That I have a voice and a say in how It would like things to be and my opinions matter as much as any of the other groups members

**Overall Contribution:** [Summarize your overall contribution to the project and your thoughts on the final outcome.]

I contributed to the treatment and prevention section, referencing, and script writing. I attended all meetings actively participating in group discussions. Our team worked well together and supported each other's ideas. None of us had particular experience with this type of assignment or creating a podcast so I am happy with the final product.

**Member 3: Name:** Loveleen Khosa

 **Role(s):** Diagnostics, putting the video together, assisted with script writing, and cover for the podcast.

**1. Tasks Completed**

**Task 1: [Description of Task]** Provide a brief description of what you did for this task, any tools or resources used, and the outcome and how your contributions fit into the overall project.

I focused on the diagnostic process for food allergies, researching and organizing key information about common diagnostics. I also discussed these diagnostics in the podcast. I used iMovie to organize and edit the voices and the poster, ensuring a good flow. I designed a background poster to support the video using Canva**.**

**2. Collaboration & Communication**

**Team Meetings:** *Attendance:* [Describe your attendance and participation in team meetings.] and *Input:* [Mention specific ideas or suggestions you contributed during the meetings.]

I attended all team meetings consistently and was actively engaged throughout each session. I was always well-prepared for our meetings and kept up to date on group decisions and next steps.

I contributed several ideas, such as the poster. The design of the poster was mainly my idea, and I put it all together. I suggested that we use iMovie to create the video since I was the only one in the group who knew how to use it.

**Communication:** *Methods Used:* [Describe how you communicated with your team (e.g., email, group chat, in-person meetings) and how effective it was.] and *Coordination:* [Describe how you helped coordinate tasks and ensured the project stayed on track.]

Our primary method of communication was group chat, as it was quick and convenient. We also created a Google Doc to organize our work instead of emailing it back and forth. We met in person to record our video.

Our group had specific roles for each group member. We had a timeline set for each of our research, video production, and final edits.

**3. Challenges & Solutions**

**Challenge 1: [Description of Challenge]** Explain how you or your team overcame this challenge.

One of the main challenges we faced was coordinating everyone’s availability. So, we adjusted our timeline to accommodate this. Otherwise, we did not face any major challenges.

**4. Reflection**

**What I Learned:** [Reflect on what you learned from this group work experience, including any new skills or insights gained.]

This group project taught me the importance of collaboration and flexibility. It also deepened my skills in video editing and design, allowing me to contribute more creatively to the project. Another skill I learned during this project was how to use WordPress and Kaltura.

 **Areas for Improvement:** [Identify any areas where you feel you could improve in future group projects.]

I feel that I could improve my confidence in speaking in front of the recorder or camera. Whenever I know I am being recorded, I tend to stutter and mess up. I feel that I need to improve this for the future to feel more relaxed and natural in front of the recorder or camera.

**Overall Contribution:** [Summarize your overall contribution to the project and your thoughts on the final outcome.]

My overall contribution to the project was researching and presenting the diagnostic aspects of food allergies. I was responsible for putting the video together and designing the background poster. I am happy with our final outcome, and I think it was well put together.

**Member 4: Name:** Sebreena Lalani

 **Role(s):** Pathophysiology Research, Writing Script, Time-Stamp Sheet, & References.

**1. Tasks Completed**

**Task 1: [Description of Task]** Provide a brief description of what you did for this task, any tools or resources used, and the outcome and how your contributions fit into the overall project.

I created the structure of the script and planned the conversation flow. I also input the time stamps into a sheet. From the 4 topics we had to discuss, I researched and wrote the Pathophysiology part, as well as provided information on Food Allergy Prevention and aided with finding and inputting references. Moreover, I created the Case Study for Bobby that we all built off of and referred to throughout the podcast.

**2. Collaboration & Communication**

**Team Meetings:** *Attendance:* [Describe your attendance and participation in team meetings.] and *Input:* [Mention specific ideas or suggestions you contributed during the meetings.]

We were all present at every meeting. Despite there being some issues with coming up with a meeting time that worked for everyone, once a date and time were set, everyone was present and participated. Some ideas/suggestions I contributed include:

-          Having an interactive script with a podcast host (myself) and guests.

-          Offering to do the Pathophysiology as I felt I had a good understanding of the concept.

-          Checking and cutting the script to fit the allotted 10-minute time frame.

-          Motivating everyone that they are doing well and encouraging them to do their best during the script recording.

-          Provided input and advice on the artwork.

**Communication:** *Methods Used:* [Describe how you communicated with your team (e.g., email, group chat, in-person meetings) and how effective it was.] and *Coordination:* [Describe how you helped coordinate tasks and ensured the project stayed on track.]

For communication purposes, we used WhatsApp, Snapchat, Email, and In-Person Communications. It was effective to use all these methods because it created a paper-trail to refer back to but also allowed us to connect on a personal level through in person interactions. We were able to coordinate tasks by reaching out when we wanted to plan meetups, had questions/needed clarifications, and wanted to delegate tasks. We all played a crucial role by participating, being team players, and being open to input + change.

**3. Challenges & Solutions**

**Challenge 1: [Description of Challenge]** Explain how you or your team overcame this challenge.

One challenge our group had was planning when to meet up and accommodate everyone’s schedules. I wanted to start this project earlier in the month as I knew I would be out of town for 4 days at the end of October. However, planning to meet up to plan and record the podcast when everyone was available proved to be a bit difficult. To solve this issue, we had a meeting in class and chatted about all the times we were available and compromised on a time that worked for everyone. Coming up with a solution took effective communication, clarity, and transparency. It also took understanding, patience, and teamwork.

**4. Reflection**

**What I Learned:** [Reflect on what you learned from this group work experience, including any new skills or insights gained.]

After completing this project, I think I learned a lot about technology and developed tech skills that I did not possess before. For example, prior to this assignment, our group had never encountered Kaltura, converting and embedding videos into links, or creating a podcast. This project taught us to dip outside of our comfort zone, learn new skills and information, use trial and error, and learn the importance of evolving and adapting as the world does.

 **Areas for Improvement:** [Identify any areas where you feel you could improve in future group projects.]

Some areas for improvement would be planning a meet up schedule and delegating tasks earlier on in the semester.

**Overall Contribution:** [Summarize your overall contribution to the project and your thoughts on the final outcome.]

Overall, I believe we worked together well and produced a great final project. I think everyone pulled their weight equally and worked diligently to have this project be the best that it could be. Despite the challenges we encountered, we powered through and created something we are all proud of. We also learned a lot along the way and worked with technology that is constantly changing and evolving. This was an interesting and intriguing experience, and I really hope this project is as enjoyable to hear as it was to make.