**Group Work Contribution Report**

**Madison-------------------------------------------------**

**Project Title: Contact Dermatitis**

**Group Members:**

* Madison
* Tess
* Ravneet
* Hanna
* Sharon

**Individual Contribution Summary ( need to be completed by all group members)**

**Member 1: Name:** Madison **Role(s): [Your Role(s) in the Project]**

**1. Tasks Completed**

**Task 1: Research:** Another group member and I divided and completed all research on the pathophysiology of our topic. We worked together to find ten relevant and recent academic references. We organized and synthesized all research, so our group members could easily use it to create a script, case study and video.

**Task 2: Organization:** I organized group documents, text groups and video team meetings via Team’s app.

**Others:** Voice recording, organizing of all documents to be submitted and submitting project to Kaltura.

**2. Collaboration & Communication**

**Team Meetings:** *Attendance:*  I organized and participated in all team meetings.*Input:* I participated in how to break up the work, sectioning up the project into pieces that added up to roughly the same marks (e.g., the research was worth 20 marks vs. 10 marks, so 2 people did the research).

**Communication:** *Methods Used:*  We initially met via video conference to delegate tasks and make a plan for the project. We met on campus between classes a couple of times and kept in contact via text group message. The most effective communication was the video meeting when we could call to discuss the plan and make notes as we addressed the different parts of the project

*Coordination:*  I helped organize due dates for everyone's parts to be completed to ensure we all had enough time to complete the project by the due date.  I initiated check-ins with everyone with the intention that all group members felt supported in their work and clear on their roles.

 **3. Challenges & Solutions**

**Challenge 1: Availability of group members:** we worked around finding time to meet by meeting in person before or after classes while we were already together at the campus. We kept in contact over text and split up the work as much as possible so people has the option to complete their work within a certain timeframe while still having flexibility in their day for when they completed their work.

We had one group member who was unable to do her originally agreed-upon task due to personal reasons; we had to meet and redelegate tasks to ensure it was done on time. The rest of the team got everything done, splitting the extra work and re-assigning the group members with something that could be done later in the project.

**4. Reflection**

**What I Learned:** This was the first group project that I did where we completely split up the tasks, and I didn’t review other people's work as we went. The self-accountability paid off, and everything happened smoothly and was completed on time, if not ahead of time. We set clear expectations early on, and I feel like everyone was aware of all the pieces that had to get done and were willing to help out whenever needed.

 **Areas for Improvement:** I recognize that micromanaging is an area I can improve on. I frequently step in and guide others' activities, trying to ensure we meet the standard I have set for the project. I have been working towards putting more trust in my peers, and I aim to continue to work on this.

**Overall Contribution:** The work was divided up fairly between the group members.  I think my contribution took about as much time and work as the others. I took on an additional leadership role, which is a natural role for me to help organize the group. I am proud of the work we did and how our project turned out. We decided on tasks based on individual strengths, and I believe this strategy is why our project came together so well.

 **Ravneet --------------------------------------------**

**Group Work Contribution Report: Ravneet Sandhu**

**Project Title:** Contact Dermatitis

**Group Members:** Tess, Madison, Hana, and Sharon

**Individual Contribution Summary (need to be completed by all group members)**

**Member 1:** Ravneet **Role(s):** Completing the case study + integrating it into the script + creating the whole video + editing.

**1. Tasks Completed**

**Task 1: Creating the Video:** For the video, I used Canva to create and make all of the clips together. I made a shared google drive folder and sent instructions to my group on how I would like the recordings to be done and labeled to make it easier for me when putting it all together. Once that was done, I picked a general layout on Canva to use and started to put the audio clips together. After that, I began adding in graphics, transitions, and word’s to fill the video and make it engaging. Lastly, I added some music behind the audio very faintly. I made sure to send clips of the video as I was making it to ensure everyone was on the same page and liking the creation I was making. I was very happy to take this on.

**Task 2: Creating a Case Study:**

I had an idea previously of something that would work for our topic and I decided to take over the case study part. I already had a script that was made for me with all of our research condensed and my job was to create a case study that I could integrate within the script. I decided to go with ‘Theo’ and my inspiration was from a show I was watching when I was making it! It seemed to go perfect with our topic. Once I had a rough idea of what the case study was going to look like, I integrated it throughout the script that was already made for me and assigned group member names beside the portion that they were to record.

**2. Collaboration & Communication**

**Team Meetings:** I was present at all of the team meetings that we had. I provided input during our first meeting deciding how we should split our parts and stated that we should focus on what our strengths are - since mine was editing + making videos, I volunteered to take over this portion. I also communicated a lot over text message to provide the group with updates on what I have completed, what I am working on, and any general questions I was having. An input I provided was if someone was not comfortable with recording their voice, we could do AI generated voice and we asked our instructor for confirmation. However, everyone was okay with recording and we decided it would be too monotonous so we decided to scratch that idea.

**Communication:** We used text messaging in a group chart as our primary method of communication and it worked very well. Everyone was good at replying and giving their inputs in a timely manner. We were also really good at giving timelines to one another, for example: if we were going to do something tonight, or if we were busy and would look at it in the morning. This was very helpful because it made sure nobody was waiting around for someone and we were very clear. I made sure to send constant updates on where I was with making the video as I wanted to make sure everyone was liking the idea/layout of the video I was creating.

**3. Challenges & Solutions**

**Challenge 1:** A challenge that occurred during this assignment was Sharon gave birth on the weekend and was unable to complete the case study portion on our timeline we had created. Once this was communicated to the group, I stepped in and took over the case study portion as I was not working on the video yet and I had time. It was really easy to overcome this challenge as this is something we could have anticipated occurring and it was an easy fix since we technically have an extra person. We also overcame it by giving Sharon time to communicate what she was comfortable with doing going forward and what tasks she felt she could complete. Sharon was okay with completing her recordings and also taking up doing the references for us at the end and getting our document’s finalized for submission. All the members in our team made sure we were given Sharon a fair chance at completing some portions and contributing to our project.

**4. Reflection**

**What I Learned:** Something I think I learned about myself from this group work experience is that I am really easy going and flexible. I think it is because there have been time’s in group’s where I wished this occurred, and it did not. I have had a group project where I created the final pamphlet for the group as this was something I love to do and somebody went in and changed the whole thing. This was really hard for me because it takes time to do the creative work and it felt that I was not ‘good enough’ to do it so a group member changed it. I think I learned the hard way that I am not always going to get the exact idea that I am wanting or the exact outcome that is in my mind during group projects (but I feel this is something most people feel). Since that day, I have been very flexible and value the input of others as we are all here to achieve the same thing and at the end of the day, we all want a good grade.

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

Some areas in the future where I could improve in group project’s is to practice using the tools or technology I will be using. Initially, I wanted to create animated cartoons that would speak with our voice’s. After trying to use the website, I realized it would take me too long to do and I was not familiar with the website. I am glad I tried to attempt this at an earlier stage because it would have been very difficult if I had to follow through with this idea because I had no other options. I was really open with my group and informed them that it may be difficult to do and I don’t want to spend too much time figuring out a new website I haven’t used. I am glad I told them earlier on and they were very understanding of it.

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

Overall, I am very impressed with how our group communicated and how the final outcome came out. We all were really good at keeping each other updated and letting each other know when we were done with our parts. This made it easier for everyone in the group to know when they can begin their part, and also if other people were needing additional help. I contributed to this project by taking on the video portion and the case study as well. I think we all exceeded our expectations in the end and I feel proud of the work that we have done.

**Member : Name: Tess Russell------------------------------------------------------**

Role(s): Research, referencing, reviewing, and recording

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 research portion for contact dermatitis, along side Madison. This portion was one of the largest and involved researching all of the pathophysiology behind the various types of contact dermatitis. I helped determine which two main types we were going to discuss in our video, found relevant, current, peer reviewed articles to back up the information, and completed all of the corresponding references.

Additionally, once the case study and script were complete, I reviewed, edited, and proof read it to ensure we met project guidelines and included all necessary information. After this review was complete, I recorded my parts of the script to be added to the video.

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 and actively engaged in conversations in our group chat, where we did the majority of our communication.

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 two in person meetings and the rest of our communication was through our group chat. This was quite effective as we could chat with each other in real time as we were completing the project. It was beneficial to communicate this way because if someone had a question or there was an issue, we could all provide input and come up with a solution promptly.

I coordinated both in-person meetings and helped assign tasks during our first meeting where we determined what we wanted our project to look like. I also checked in with the group and to make sure we were on track and provide support if needed.

3. Challenges & Solutions

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

The biggest challenge we had was when Sharon had her baby. The original part assigned to Sharon, completing the case study, needed to be completed near the beginning of the project, which we initially thought would work out well before she had the baby. However, that was not the case so the rest of our group took over the case study portion instead. We then shuffled the rest of our tasks so that Sharon would have adequate opportunity to contribute to the project, which she did.

4. Reflection

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

I learned that it makes a huge difference when you have a group that works well together and is willing to adjust and change plans depending on what is best for the group. I also changed up my role for this project and it worked out really well. Usually, I volunteer myself for the creative portion of a group project because I enjoy being creative and feel like that is where I can apply my strength. However, this time, I volunteered for the research aspect and worked on letting go of the creative aspect. Doing this really allowed me to solidify my knowledge of the topic and provide input in more ways.

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

I honestly feel like we communicated well, contributed equally, and respected each others time and work. This is the best group I have been a part of. The only thing I can think of is that our voices in the video were not all at the same volume level. This could be mitigated by recording it all on the same device.

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

Overall, I feel I contributed equally to this project, completing the research aspect, referencing, reviewing, and recording. I think our final video came out really well and is a great teaching tool for future students. I feel all of our group members contributed equally and put effort into the finished product.

**Member 1Name: Sharon--------------------------------------------
Role(s): [Your Role(s) in the 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.

Audio recording, timestamp, citations, and references. The audio recording formed part of the video and was necessary for group participation, which lessened everyone's workload. I used voice memos for the audio recording, Zotero to help with the reference list, and manually entered citations.

**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 mostly communicated via telephone calls and text messages. We met once on Zoom and another time in person, but I could not attend the in-person meeting because I was on maternity leave. However, the group updated me on whatever ensued at the meeting via text messages and phone call

**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 communicated via text messages, zoom and phone calls. Although I was on maternity, I communicated with the group about expectations for the project and inquired from the members of the group whenever I could not understand something.

**3. Challenges & Solutions**

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

The group members were very supportive. For example, when I was admitted to the hospital, delivering my baby and had some complications, the group stepped in and helped with the Case Study, which helped with the timeline for completing this project.

[Add more challenges as necessary]

**4. Reflection**

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

Creating clear expectations at the beginning of the project and setting deadlines helped the group to move forward with the project. Good communication also helped me navigate challenges.

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

Perhaps work faster

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

Audio recording, timestamp, citations, and references. I was impressed with the video, group dynamics, support, good communication and mutual respect among group members

**Member 1: Name: Hana--------------------------------------------------------
Role(s): Developing script and timestamping**

**1. Tasks Completed**

**Task 1: Developing script**

I developed the first draft of the script. This involved reviewing and compiling all research that was completed prior and developing a rough draft with time estimates. This process took some time as I wanted to include most of the research, have the flow of information make sense and reach our time goal. I put the script into our shared document inputting some comments and asking for feedback from my group.

**Task 2: Timestamping**

I reviewed the final draft of our video presentation to complete accurate timestamping. I made sure to have a group member review my timestamping to ensure I didn’t make any errors.

**2. Collaboration & Communication**

**Team Meetings:**

I attended every group meeting we had and responded to group messages in a timely manner. I made clarifications for my contributions in the group chat so that everyone was on the same page. I always ensured my contributions were finished early out of courtesy for my group members.

**Communication:**

We mainly communicated via group chat which was very effective. I liked to follow up in class as well to ensure that we were all on the same page. I responded promptly to group chats and encouraged out group to complete our components as soon as we could.

**3. Challenges & Solutions**

**Challenge 1: Busy Schedules**

I think the only real challenge is that we all have busy schedules and this impacted when some tasks were completed. Each component was completed somewhat numerically so it was important to adjust your schedule in accordance with completion of tasks in the group. Our group always showed up for each other and we were all supportive and understanding which made it easy.

**4. Reflection**

**What I Learned:**

I learned that it is the easiest to clarify confusing group-related queries in person or over the phone then on group messages. I find it challenging sometimes to speak up in group projects and I felt as though I did a better job of that this time. I put a lot of time and effort into my group components and appreciated that my group trusted me in completing my tasks well and on time.

 **Areas for Improvement:**

In group projects I am always worried that I am not contributing enough. For this size of project, I think five group members was a great size and we were all able to have a good number of contributions to make. What we could have done was complete a group charter to have a good idea on how much time was spent completing each component. Besides that, I felt that everything went very well.

**Overall Contribution:**

I developed the initial draft of the script for our video presentation. This was before we had come up with a case study idea. I am happy that I took the time with the initial script as this provided a good backbone for our presentation. I gave feedback on our final video draft and did the timestamping. I am very proud of the result and thought that we all did a good job showing up for our group and developing a good quality group project.