Group 8

Abstract

This document presents various aspects of the group 8’s teamwork in week 2, including explaining each member's current job position and context, a team contract using an appropriate template, finalizing the project's context and problem.

TOUCH-POINT REPORT 1

Week 2

**Touch-point report 1 - Week 2**

# Group 8 Team Context

## Gajula, Sravya Keerthana:

**Currently working:** Yes

**Job Title:** Cyber Security Analyst

**Industry:** IT

**Responsibilities:** Protect the organization's information assets by identifying and mitigating security risks, responding to incidents, and ensuring compliance with security policies and standards.

## Igwe, Chinazam:

**Currently working:** Yes

**Job Title:** Insurance agent

**Industry:** Insurance

**Responsibilities:** Relating with clients, building trust, giving accurate information of life insurance policies, sales of life insurance policy

## Perera, Muhandiramge Chanuka:

**Currently working:** Yes

**Job title:** Aircraft maintenance engineer

**Industry:** aviation

**Responsibilities:** Make aircraft's fit to fly on a safely manner according to the procedures and manuals.

## Rojas Ramirez, Jose:

**Currently working:** No

**Job Title:** Manufacturing Manager

**Industry:** Tobacco and Chemical

**Responsibilities:** To ensure compliance with the production plan. Guarantee the quality standards of the product and provide a safe work environment for all the plant employees.

## Vasireddy, Narasimha Rao

**Currently working:** No

**Job title:** Dispatch Manager

**Industry:** Electrical appliances

**Responsibilities:** Training new hires, assigning tasks, organizing the daily schedule, tracking production, seeing shipments coming in and going out, and reporting to upper management.

# Potential Project Contexts Discussed

## Context #1: Problems from workplaces

**Gajula, Sravya Keerthana:**

* Implementation of DMARC
* Implementation of Data privacy

**Rationale:** Too technical and not all the group members are familiar with the concepts.

**Igwe, Chinazam:**

* Wearhouse Safety
* Automate entire warehouse process.

**Rationale:** These are from previous workplace and not all the group members are familiar with the concepts.

## Context #2: Centennial college gym

**Problems:**

* Not enough equipment
* Gym timings not flexible
* Access card issues

**Rationale:** The solution would be expanding or creating a new gym which could be too expensive and might end up being a huge project.

## Context #3: Centennial food court

**Problems:**

* Less choices available
* Less Microwave
* Closes at 4
* Less space

A row of microwaves on a counter

Description automatically generated with medium confidence A sign on a wall

Description automatically generated with low confidence

**Rationale:** The solution would be expanding or creating a new food court which could be too expensive and might end up being a huge project.

## Context #4: Centennial Parking

**Problems:**

Too expensive for students

Inefficient parking pass system

**Rationale:** Reducing parking fees could cause a major decrease in revenue, making it difficult to pay for the expenses of running and maintaining parking lots.

## Context #5: Proposed by Rojas Ramirez, Jose

Parking Lot striping and signaling update at Centennial College Progress Campus

**Problems:**

* Faded road markings
* Wrong markings
* Lack of markings/signals where required.
* Safety concerns
* Compliance issues.

# Final Decision

**Context #5:** Parking Lot striping and signaling update at Centennial College Progress Campus

A picture containing outdoor, building, tree, sky

Description automatically generatedA picture containing outdoor, road surface, sky, tree

Description automatically generated

A parking lot with yellow lines

Description automatically generated with medium confidence A picture containing outdoor, tree, street, road surface

Description automatically generated

The installation or renewal of various markings on roadways and parking areas to improve traffic flow, enhance safety, and provide clear guidance to drivers. The scope of the project typically includes tasks such as painting lane lines, crosswalks, stop lines, arrows, symbols, and parking space markings.

Our group met on May 18 to talk about a number of prospective projects, including road markings, parking markings, expanding the college gym and food court, and lowering parking rates while adding parking spots. We collectively chose to explore context #5 following careful consideration. This project connected with all group members since it addressed a problem that we had all personally encountered. We also saw its potential to have a real impact, and it seemed to be a project that could be presented to sponsors and stakeholders convincingly.

**Team Contract**

# Project Name

Centennial College Progress Campus Parking Lot Striping and Signaling update.

## **Project Team Members Names and Sign-off**

|  |  |
| --- | --- |
| **Name** | **Sign-off on Team Contract** |
| Gajula, Sravya Keerthana | Sravya Gajula |
| Igwe, Chinazam | Chinazam Igwe |
| Perera, Muhandiramge Chanuka | Chanuka Perera |
| Rojas Ramirez, Jose | Jose Rojas |
| Vasireddy, Narasimha Rao | Narasimha Vasireddy |

## **Code of Conduct**

As a project team, we will

* Respect every member’s opinion.
* Support a team member when they ask for help.
* Deliver on time and in full our individual tasks.

## **Participation**

We will:

* Actively participate in group meetings and chat groups.
* Allow each of the members to propose different solutions and angles.
* Promote the participation of all the members in our team discussions.

## **Communication**

We will:

* Use our WhatsApp chat group to communicate course related information.
* Inform in a timely manner if we cannot join on time for a meeting or fulfill a task.
* Copy the rest of the team members when we send a communication to the professor.

## **Problem Solving**

We will:

* Try to solve problems cordially and respectfully.
* Try to find solutions agreed by all in consensus.
* Contact the professor only if we all agree to do so and if we have already evaluated other alternatives.

## **Meeting Guidelines**

We will:

* Have weekly follow-up meetings every Thursday at 7pm via Microsoft Teams.
* Schedule face to face meetings at Centennial College when necessary.
* Change the time and hour of our weekly meeting only if we all agree.

Date: 05-15-2023