Café 21

By: Dianna Ali Design & Technology-Authentic Need

Identification and Exploration of the Need...

Authentic Needs in the School Environment...

Key words:

In groups, identify authentic needs in the school environment and determine the highest priority items for your tasks. Select an appropriate strategy that addresses OH&S needs and develop promotional material for the selected school initiative.

As a designer, I am expected work co-operatively in a group to think of a worthwhile and useful strategy to which can help and solve and OH&S problem currently existing in the school environment. I must also develop and design appropriate promotional material to help support and solve the need of the selected initiative.

As a class, a brainstorm of authentic needs at school was created. The class had brainstormed ideas which could help solve the need for the cafe, the safety in the cafe and the promotional material to promote the cafe around the school and staff.



Shortlist of Ideas for further development:

- Occupational Health and Safety (OH&S) Signs
- Printed material for promotion
- Electronically material for promotional use

Justification of the choices made, based on the design brief:

- The choices of ideas made will be developed further as they are core aspects of the strategy to resolve the authentic need in school. The ideas made will improve the standard of the cafe as it will be more safe and more aesthetically pleasing. The OH&S signs will create and promote a more safe environment in the cafe and the promotional signs will improve the look of the cafe and allow the classroom to grasp the feel of a cafe. The promotional material will make the staff more aware of the future cafe as they will be the target market of the cafe.
- Promoting the cafe meets a high priority need in the school. The cafe will allow students studying hospitality and food technology to further their skills in a semi- real life situation. The students will learn to prepare and serve foods and drinks to customers of the cafe which will benefit them as a student in a cooking related course.
- The school has allowed and decided to set up a small cafe in room 21 which will sell drinks and small snacks to staff a few days during the week. Although the idea and permission to create the cafe is there, the cafe style and theme is missing. For the cafe to become organised, function properly and be safe and well promoted, the design and technology class will stand up and intervene to help set up the initial start of the cafe opening. As design and technology students, it is our job to create promotional material and safety signage for the cafe to allow it to function like a real and successful cafe.



This entails:

- Safety signage for dishwasher, slicer, coffee machine, grinder, grill press and cleaning equipment.
- Safety signage for safe work practices (hygiene and safety).
- Operating procedures for start of shift and end of shift.
- Logo (for on all promotional material) menus, menu board, promotional sign.
- Monogrammed aprons, tea towels.
- SharePoint site.
- Electronic ordering system (via email/SharePoint, vet mobile).
- Promotional article for the BUZZ and the Torch.

How to go about Completing these tasks:

As there are many tasks to be completed, a collaborative approach will be taken to ensure success. The teacher is the project manager. We will work as a class/team to complete all tasks, but within the team we will have tasks allocated to smaller groups. The whole team must agree on some items initially, before starting smaller team tasks. These items include the logo (as it appears on almost everything) and the allocation of the team members and tasks.

Each student will document their project progress in a portfolio and will use the framework provided by the marking guidelines as the guide.

Who? What? How? When?

- Each small group will need to complete activities relating to both safety and promotion.
- Each small group must use primary and secondary research methods.
- Each small group must seek a client evaluation.
- Each small group must collaborate with other groups to ensure the teams success.



- To allocate the tasks equally, the class chose their own groups with a maximum of 4 people in each group. The tasks were then distributed to each group equally based on the work load.
- The groups and tasks were constantly changing as students left the class therefore their group members had to join other groups and that groups tasks had to be re-distributed.



This is the first distribution of tasks. By the next lesson, the groups changed and therefore had to be redistributed.

| Group No. | Member | Tasks to complete |
|---|------------------------------------|---|
| 1 | Emma Joanne Celine Duyen | Logo production Brochure and menu Website/SharePoint page Safety: PPE and personal hygiene |
| 2 | Amal Dua | Menu board for outside 21 and common room and external signage Safety: Blander and cleaning Sanitising requirements |
| 3 | Dianna Noura Ronda Wendy | Commercial production Operations manual (the how to/what to do guide) Safety: Oven/stovetop Microwave dishwasher |
| 4 | Zahra Noor | Promotional PowerPoint for the cafe Article for BUZZ and Torch Safety: Coffee machine grinder |
| 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 | Gracious Maca Amina Vykol | Inside signage QA posters (finished Products) Monogramming Safety: Deep fryer slicer grill press |

 After some deliberation, the number of groups changes and so did the responsibilities and tasks of each person.

| Group No. | Member | Tasks to complete |
|-----------|---------------|---|
| 1 | Emma | Logo production |
| | Joanne | Brochure and menu |
| | Celine | •Website/SharePoint page |
| | Duyen | •Safety: |
| | | •PPE and personal hygiene |
| | 1 march 1 dat | •Blander and cleaning |
| | | •Sanitising requirements |
| 2 | Amal | •Menu board for outside 21 and common room and external signage |
| | Dua | Promotional PowerPoint for the cafe |
| | | •Safety: |
| | | •Coffee machine |
| | | •grinder |
| 3 | Dianna | •Commercial production |
| | Noura | •Operations manual (the how to/what to do guide) |
| | Ronda | •Safety: |
| | Wendy | •Oven/stovetop |
| | | •Microwave |
| | | •dishwasher |
| 4 | Gracious | Inside signage |
| | Maca | •QA posters (finished Products) |
| | Amina | •Monogramming (|
| | Vykol | Article for BUZZ and Torch |
| | - CTIC CLU | •Safety: |
| | | •Deep fryer |
| | | •Slicer |
| | | •Grill press |

Groups & Tasks:

After the final changes were made, my group had ended up with 4 students.

My group consists of:

Dianna (Me), Noura, Wendy and Ronda.

- The tasks allocated to our group have been divided to each person in the group.
- Commercial Production and storyboard-Noura
- Operations Manual- Dianna
- Safety- Oven/ stovetop- Ronda
- Safety- Microwave and Dishwasher-Wendy & Ronda
- Article for Buzz and Torch- Wendy

- <u>New changes</u> to our tasks occurred and so the distribution of tasks changed for the last time.
- Commercial Production and storyboard-Noura & Wendy
- Recipe Book- Dianna & Ronda
- Safety- Oven/ stovetop- Ronda & Dianna
- Safety- Microwave and Dishwasher-Wendy & Noura
- Article for Buzz and Torch- Wendy

We tried to allocate the same amount of tasks to each person based on the amount of work associated with each task. Each team member will contribute to one major task and do one safety minor task. Therefore the tasks will have been distributed equally.



Logo Sketches

- As a class, we all had to design at least 3 logos for which the class was then to choose a few which stood out to be the potential logo for the cafe.
- The class was then split into smaller groups and was asked to evaluate one or two of the potential logos. After they had evaluated, we all had to try and sell our logos to the class.

Aim:

To promote and sell your logo to the class

List:

Why the logo is the best choice

Sketch logo on different mediums to convince the audience

Target market- who your selling to

Cost

Aesthetics

Does it suit the need successfully

Criteria or Success:

Is the logo successful and does it fulfil its purpose?

The logo which was given to my group to evaluate



Points made to sell our logo:
It fits the school need
It fits the school colours and effectively promotes the school cafe
The name is very clear
The school flower is a great deign

•The coffee cup represents the cafe

Other Group Logo Evaluations



P: The name is big and clear and suits the school theme.

M: The 'c' is unclear and is too simple.I: The 'c' as a cup handle and the school flower as the apostrophe.



P: It suits the school theme and it is simple.

M: The heading in the middle of the 2 and 1 is confusing as it shows its separated.

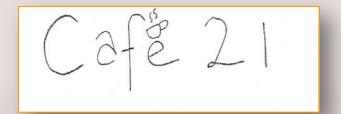
I: shows the estab. year



P: The name is big and clear and suits the school theme as shows that the cafe sells more than coffee.

M: This logo doesn't suggest it is for a cafe clearly.

I: The table number used for the '21' in the logo.



P: The name is big and clear and suits the school theme.

M: This logo is too simple and the font is not aesthetically pleasing.I: The little cup of coffee for the apostrophe is cute.



Other Group Logo Evaluations



P: The cup clearly represents the cafe theme and it shows the est. date.

M: The cup is too big and does not clearly show the name of cafe 21.

I: The 'c' as a cup handle and the school flower as the apostrophe.



P: The coffee cup is very interesting and represents a cafe theme.

M: This name 'cafe 21' is too small and the cup is too big.

I: The table number used for the '21' in the logo.



P: The name is big and clear clearly shows that is it for a cafe.

M: The cartoon does not suit the target audience.

I: Its cute and something unique and the cartoon is cute by holding the cup.



P: The name is big the font is creative. It suits the target audience.
M: This logo is a bit sloppy and the cup is not very aesthetically pleasing.
I: It is cute how the cup is used to represent the 'a'.

Other Group Logo Evaluations



P: The number of the cafe is big and clear.M: The numbers 21 are too dominate in the logo.

I: The small cup in the middle.



P: The coffee cup is unique and very aesthetically pleasing
M: This logo looks to crowded and the name is not the main attraction
I: The steam coming from the coffee cup



P: The name is big and clearly shows the nameM: This name font is slightly too fancyI: The half cup shape outline is very interesting



P: The name is big and clear and is very simple which is suitable as a logo
M: The logo doesn't look very professional
I: The coffee cup and the steam looks very cute and suits the cafe theme



P: The name is big and clear and the tea cup looks very unique. The font is very eye caching.
M: The is too complicated for a logo.
I: The coffee cup looks very unique and the use of the teas bag also very interesting









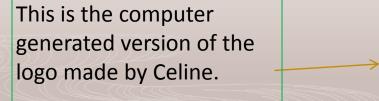
The class was then asked to chose their three favourite and most appropriate designs to go into the final class vote. The decision of the chosen logo was going to be the logo chosen by the majority votes from the class.



The Chosen Logo...



After the class calibrated and discussed with each other, the final vote was for the logo shown above to be the official logo of the cafe. Although there was some students that did not agree, as stated before, the majority won and this logo was the clear winner.







Evidence of Creativity...

Existing Ideas ...







Idea 1:

This cover is very aesthetically pleasing. The images used give the feeling of home made recipes. The colours are very neutral, earthy and very simple, yet very effective. The pattern on the side symbolising a door handle looks very unique and attracts the viewer to open the book.

The ideas I would like to use for the cafe 21 recipe book is the earthy colours and the use of cooking ingredients on the cover.

Idea 2:

This cover is very simple with a plain colour. It clearly shows that it is a recipe book. The drawings of utensils on the cover is a good idea as it empathises the cooking theme. What I would take from this cover is the use of utensils images on the cover as it is quite aesthetically pleasing.

Idea 3:

This cover is also simple yet effective. The colours all come from the same colour scheme which looks aesthetically pleasing. The title is very clear and the font is very original. I like the detail on the corners of the page which give the cover a medieval time feel.

I would like to use the idea of corner art in my recipe book design.

Existing Ideas ...

My Personal



Recipe Book

Idea 4:

This cover is very simple with only one colour background, black. The text is very simple and contrast with the background well. The image of the tomatoes is very creative and plain. Overall, it is not a very nice cover to look at. What I would use in our cover is the contrasting title to the background.



Idea 5:

This cover is cute and effective. The colours are warm and harmonious. I love the basket of vegetables and flowers in the centre of the cover. The border is very effective and the colour theme is also very cute. I find this cover very interesting and very nice.



Idea 6:

This cover is also very cute. The lavender flower on the blue schemed background is very cute and aesthetically pleasing. What I would incorporate into our cover is the background colour theme.



Time and Action Plan...

| Task: | Week 9 Term 1 | Week 10 Term 1 | Holiday Week 1 | Holiday Week 2 | Week 1 Term 2 | Week 2 Term 2 | Week 3 Term 2 | Week Term 2 | Week 5 Term 2 |
|--------------------------------|------------------|-------------------|-------------------|-------------------|-------------------------|--------------------|------------------|----------------|------------------|
| Estimated Time: | | 1000 | SUS SA | 1080 | ASX (| | (1)RCA | | |
| Identification and | | | A A A | A Carlos | 7 (TA)P | | - AR | 1 CTC | 100 |
| Exploration of the need | | 17443 | | 1000 | 1 | 11220 | 1000 | | |
| Actual Time | | | | | | | | | |
| <u>Evaluation:</u> After we we | re handed | the assign | ment shee | et, we got s | straight int | o brainsto | rming and f | inding a ge | enuine |
| need for our school. This | was done | with the cl | ass and te | eacher in o | ne lesson, ⁻ | therefore v | was done in | time. | |
| Estimated Time: | | | | | | | | | |
| Making groups and | | | | | | | | | |
| allocating tasks | | | | | | | | | |
| Actual Time: | | | | | | | | | |
| Evaluation: Creating the | groups an | d allocating | g the task | s went a fe | ew days ov | er the estir | nated time | as the gro | ups |
| changes and become big | ger with ne | ew student | s entering | g the class. | | | | | |
| Estimated Time: | | | | | | | | | |
| Logo design finalised | | | | | | | | | |
| Actual Time: | | | | | | | | | ü |
| Evaluation: Each person | came up w | ith about 3 | B logos. Th | nis task wa | s set for ho | mework w | hich allowe | ed to | X |
| schedule to get back on t | | | | | | | | | 4 |
| | | | | | | | | | |

| Task: | Week 9 Term 1 | Week 10 Term 1 | Holiday Week 1 | Holiday Week 2 | Week 1 Term 2 | Week 2 Term 2 | Week 3 Term 2 | Week 4 Term 2 | Week 5 Term 2 |
|---------------------------------|------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|
| Estimated Time: | Termin | Termi | WEEKI | WEEK Z | Term 2 | Termiz | | T(((((| |
| Research existing ideas | N.G.S. | AS | | | S.S.M | | | 5 | |
| Actual Time: | | | | | STALL S | | DOR. | S.C. | |
| Evaluation: As I knew the | at I would | have more | free time | during the | e school ho | lidays to re | esearch exis | ting ideas, | 1 |
| estimated that during the | e holidays s | should be e | enough tir | ne to resea | arch, which | it was. | | | |
| Estimated Time: | | | | | | | | | |
| Possible layouts and | | | | | | | | | |
| final chosen | | | | | | | | | |
| Actual Time: | | | | | | | | | |
| Evaluation: As the layou | t is the bas | es of the r | ecipe boo | k, we coul | d not make | a final dec | cision on th | e layout w | ithout |
| the clients opinion added | | | • | | | | | - | |
| Estimated Time: | | , , | , | | | | | | Ĺ |
| Collecting recipes | | | | | | | | | |
| Actual Time: | | | | | | | | | |
| <u>Evaluation:</u> We were giv | en the reci | pes before | the holid | lays from c | our client so | o we could | base our la | iyout upon | the |
| recipe layout and the clie | nts desires | i. | | | | | | (| 5 |
| | | | | | | | | | XX |
| | | | | | | | | F | |

| Task: | Week 9 Term 1 | Week 10 Term 1 | Holiday Week 1 | Holiday Week 2 | Week 1 Term 2 | Week 2 Term 2 | Week 3 Term 2 | Week 4 Term 2 | Week 5 Term 2 |
|--|------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------------------|------------------|
| Estimated Time: | | | | | | | | 14 | |
| Time and Action Plan | | APAR | 2010 | | | | MAR AN | F | 2000 |
| completed | | 022050 | 12128 | STAR AND | | 2022 | - | Carl | |
| Actual Time: | | | K 6503 | | | | | alle | |
| | | | | Section of | | | | 1 | |
| <u>Evaluation:</u> The time and | action pla | n was com | pleted slig | ghtly later | than expec | ted becau | se I had assi | ignments t | hat were |
| due the first week back th | • | | | - | • | | | - | |
| Estimated Time: | | | | | | | | | |
| Finance plan completed | | | | | | | | | |
| Actual Time: | | | | | | | | | |
| | | | | | | | | | |
| <u>Evaluation:</u> The finance p | olan was co | mpleted a | little late | r than estii | mated as it | was done | with the tir | ne and act | ion plan. |
| Estimated Time: | | | | | | | | | |
| Cover designs completed | | | | | | | | | |
| Actual Time: | | | | | | | | | |
| <u>Evaluation:</u> The cover de | esign was c | ompleted a | and chose | n on time | as each me | ember desi | gned a cove | ا er and we _l v | vere |
| able to evaluate to choos | e a final co | ver during | the class | time alloc | ated to us. | | | | |
| | | | | | | | | F | |
| | | | | | | | | | \ J |

MICAAAC

| Task: | Week 9 | Week 10 | Holiday | Holiday | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|------------------------------------|---|---------------|-----------|--------------|---------------|-------------|-------------|--------------|-----------|
| The second second second | Term 1 | Term 1 | Week 1 | Week 2 | Term 2 | Term 2 | Term 2 | Term 2 | Term 2 |
| Estimated Time: | B.B.S.S | THER. | 33362 | 000 | | | | 5 | |
| Adding recipes to | The second | 0121215 | 1222C | STATES SA | | | | - ETA | |
| Recipe book | 1 A A A | 141/25 | -XIXIN | | KA DA | | | XU | |
| Actual Time: | | 2023 | | | | | | | and the |
| | | | | | | | | | |
| Evaluation: Adding the re | ecipes tool | k a while be | ecause we | e distribute | d the recip | pes to each | member a | nd therefo | re took a |
| while to collect them and | edit them | to a unifor | med layo | ut. | | - | | | |
| Estimated Time: | | | | | | | | | |
| Evaluation completed | | | | | | | | | |
| Actual Time: | | | | | | | | | |
| | | | | | | | | | |
| Evaluation: This evaluation | on occurre | d a little af | ter estim | ated time a | as it took lo | onger than | expected to | o add all th | е |
| recipes into the final Reci | pe Book. | | | | | | | | |
| Estimated Time: | | | | | | | | | |
| Folio finalised | | | | | | | | | |
| Actual Time: | | | | | | | | | |
| | | | | | | | | | |
| Evaluation: The folio was | Evaluation: The folio was finalised and completed during the last week before it was due , which was estimated. | | | | | | | | |

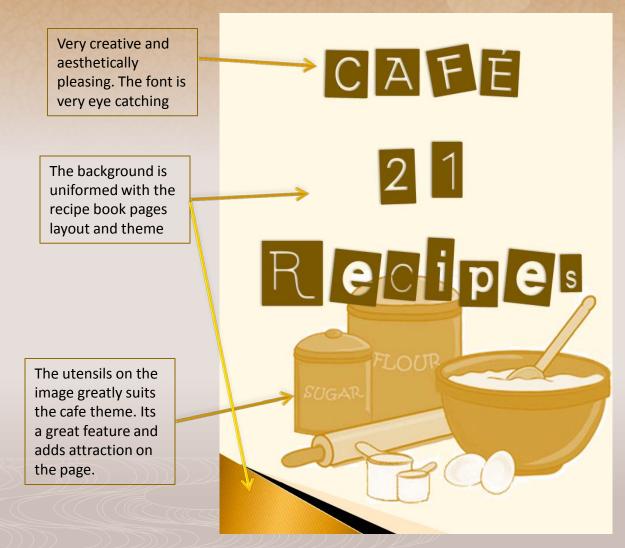


Finance Plan...

| Items: | Estimated Price: | Actual Price: |
|--------------------|---------------------|-----------------------|
| Hard Cover | \$10 | Provided by school |
| Plastic Sleeves | \$5 | Provided by school |
| Paper | Provided by school | Provided by school |
| Total: | \$15 | \$0 |







Evaluate:

This particular title page is simple yet effective. The title is very unique very eye catching. This layout is all uniformed and the images are all coloured with the earthy brown cafe theme. The images of the utensils creates a home feel to the recipe book.

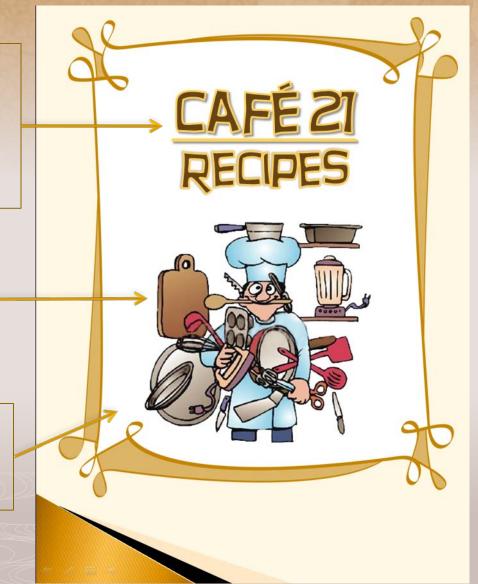




Very creative and aesthetically pleasing. The font is very eye catching. The colour outline contrasts with the colour fill which creates an earthy, caramel theme.

Very cute image and its suits the cafe theme from the utensils and the cartoon chef

The border is very elegant and suits the theme of the cafe. It gives the theme of the cafe



Evaluate:

This layout design is also simple yet creative and engages the audience. This layout is great yet is has some negatives. It does not suit the elegant and sophisticated theme of the cafe design. If the image is changes into a more modern colour, this layout may be more effective.

Design Idea 3:

Very creative and elegant. The colour of the font contrasts well on the light background.

The colour of the font is too light and doesn't contrast on the white background.

The background is too simple and not creative enough.

The colours of the images doesn't suite the rest of the page images/colours on the page.

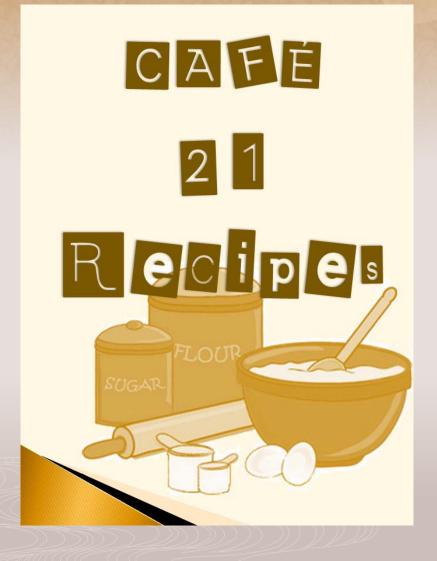


Evaluate:

This design is very simple, plain and boring. There is a poor choice of colours in this design. This layout is simple and is not very suitable as a final design. The colours of the text is too light and the image does not suit the theme colour. It would look better if it the colour was changed.



Final & Chosen Design:



<u>Why this Design was</u> chosen:

The design was chosen because it is uniformed to the rest of the pages, it is more modern and sophisticated compared to the other designs. The colour theme is very aesthetically pleasing and it effectively suits the cafe feel. The title font is very unique and the image of the utensils adds a creative theme to the recipe book.



The heading is one great colour, simple and easy to read, which is what is needed as a heading,

The theme of this layout greatly associated with the warmy cafe theme.

The line on the page add a sense of balance and allows the heading to stand out, great feature.

The colours are tranquil and peaceful yet still has the element of catching the viewers eyes.

This design on the page is unique and very modern as it has two contrasting colours of black and gold.

Layout 1:

Chocolate Chip Muffin

Makes 12

| | > | |
|--|--|---|
| the ne. | WINGREDIENTS | METHOD |
| bage add ce and ing to feature. | 1/3 cup melted butter 1 egg 1 ½ cups flour 3 t baking powder ¼ teaspoon salt ½ cup sugar 1/3 cup chocolate chips 1 cup milk | Preheat oven to 190 degrees Celsius Line a 12 hole muffin pan Melt butter Beat egg in a small bowl Sift flour, baking powder and salt into a large bowl Mix in sugar and chocolate chips Add beaten egg, milk and melted butter to the dry ingredients. Do not beat Divide mixture into muffin holes Bake for 20 minutes. Serve warm. |
| e page | | |

Egge²¹

Evaluate:

This particular layout is a very effective as it greatly associates with the theme of the creamy, warm and earthy cafe. It is aesthetically pleasing and the layout of where everything is placed is well balanced.

The logo on the corner of the page is also a good element on the page is it does not stand out yet can still be noticed, although it can be slightly smaller.



The heading border is very aesthetically pleasing and suits the 'cafe' theme.

The colour of the heading is very effective as it is a chocolaty brown and suits the cafe theme.

The background colour is too plain and needs slightly more colour as the page looks too blank.

The table is also too plain. Some colour or style needs to be added to fix up the look of the page.

| Chocolate | Chocolate Chip Muffin | | | | |
|------------|------------------------------|--|--|--|--|
| Ma | Makes 12 | | | | |
| INCRIDENTS | METHOD | | | | |

| INGRIDENTS | METHOD |
|---|---|
| 1/3 cup melted butter 1 egg 1 ½ cups flour 3 t baking powder ¼ teaspoon salt ½ cup sugar 1/3 cup chocolate | Preheat oven to 190 degrees Celsius Line a 12 hole muffin pan Melt butter Beat egg in a small bowl Sift flour, baking powder and salt into a large bowl Mix in sugar and chocolate |
| chips 1 cup milk | chips 7. Add beaten egg, milk and melted butter to the dry ingredients. Do not beat 8. Divide mixture into muffin holes 9. Bake for 20 minutes. Serve warm. |

By placing the logo in the corner, pushes the page out of balance.



Evaluate:

Although the colours of the heading effectively suits the theme of the cafe, the rest of the page seems to be lacking the same style. The background gives the impression that the page is unbalanced and too plain.



The colour of this background is too dark and is very dull.

The colour of the heading id too small and the font choice is not very clear.

The colour of the fill is a nice colour as it matched the heading theme colour.

The logo does not very attractive as it blends in with the background colour.

Chocolate Chip Muffin Makes 12

| INGREDIENTS | | METHOD |
|-------------------|----|----------------------------|
| | | |
| 1/3 cup melted | 1. | Preheat oven to 190 |
| butter | | degrees Celsius |
| 1 egg | 2. | Line a 12 hole muffin pan |
| 1 ½ cups flour | 3. | Melt butter |
| 3 t baking powder | 4. | Beat egg in a small bowl |
| ¼ teaspoon salt | 5. | Sift flour, baking powder |
| ½ cup sugar | | and salt into a large bowl |
| 1/3 cup chocolate | 6. | Mix in sugar and chocolate |
| chips | | chips |
| 1 cup milk | 7. | Add beaten egg, milk and |
| <u>></u> | | melted butter to the dry |
| | | ingredients. Do not beat |
| | 8. | Divide mixture into muffin |
| | | holes |
| | 9. | Bake for 20 minutes. Serve |

warm.

Evaluate:

This specific layout is slightly too dark. The colour does not effectively suit the theme colour of the cafe which is earthy and warm. It is not as effective as the previous layouts.



Chosen Layout:

Chocolate Chip Muffin Makes 12

| INGREDIENTS | METHOD |
|---|---|
| 1/3 cup melted butter 1 egg 1 ½ cups flour 3 t baking powder | Preheat oven to 190 degrees Celsius Line a 12 hole muffin pan Melt butter Beat egg in a small bowl Sift flour, baking powder and salt into a large bowl |
| ¼ teaspoon salt ½ cup sugar | Mix in sugar and chocolate chips |
| 1/3 cup chocolate chips 1 cup milk | Add beaten egg, milk and melted butter to the dry ingredients. Do not beat |
| | Divide mixture into muffin holes Bake for 20 minutes |

 Bake for 20 minutes. Serve warm.



<u>Why this layout was</u> <u>chosen:</u>

This is a very aesthetically pleasing layout. It is very balanced. The colours suit the warm and creamy theme of the cafe. The heading is big and easy to read, and the writing is easy to understand. The logo can be slightly smaller, yet overall, the layout is very simple, elegant and is a good choice.



Design Sealisation...

Occupation-Sealth & Safety

- Never place a laptop on your lap. It is hot, uncomfortable and potentially dangerous to our health.
- Ensure adequate space is available and other regularly used equipment is within reach.
- Choose a document holder and place it next to the monitor to prevent neck and eye strain.
- Create a surface that allows you have your shoulders relaxed, upper arms hanging at elbow at right angles, no bent wrists and fingers resting lightly on keys.
- Change position occasionally otherwise interference with body circulation could occur.
- Take breaks every 20-30 minutes to rest eyes, stretch hands, muscle and joints.
- Adjust height of chair allowing you have feet resting on floor with great back support
- With a laptop, it is preferred to use an external mouse for a more relaxed use.
- Position the keyboard so that forearms are parallel to thighs and tap key pads lightly.
- Centre the monitor in front of you comfortably with a viewing distance from screen and adjust the screen to reduce bending to see the screen.

Changes to Original Plan:

Over the period of this group assignment, there were some problems which occurred along the way and therefore altered the original plan. Although there were was problems, we were able to solve each one.

Problem 1:

One problem that we encountered throughout the process of the assignment is when Duyen asked for each recipe on a separate document. It may not seem like a problem, but the problem occurred because the recipe book was made on PowerPoint. Therefore, we had to copy each slide onto a separate document. This took a while and therefore put us back on schedule.

Problem 2:

As we look longer than expected to hand the recipes to Duyen, we didn't give her enough time to upload them to share point. To resolve the problem, I offered to upload the recipes myself and had to ask Mr Nadile to give me permission for the cafe 21 site.

Problem 3:

Another problem which we encountered was when we distributed the recipes to each other to type up It was difficult to give each other the recipes and bring them back in the same format and layout as the recipe book. Changing each recipe took up valuable time by in the end, we fixed it all up.

Evaluation...

My Evaluation:

The end result is very great. It is very uniformed throughout the whole recipe book. I like the layout as it is simple and effective. The colours of the background and text is something that I also like about the final result.

M: One thing that I don't like is the fact the some recipes are long and they cover the border of the page and disrupts the balance of the page.

What I found the most interesting was the subtitles such as sweets and cold beverages. They look very unique and very professional.



Group Evaluation:

This recipe book is a great recipe book as it includes all recipes needed by the cafe workers. The layout of the recipes is great as it runs the same throughout the whole recipe book and doesn't lose focus. The title pages include like; cafe favourites. etc. are very helpful for the users as it helps their navigate through the recipe book an easily find their recipe under its sub title.

M: The first page of the recipe is boring as it only uses one colour which might not attract the users. What is also a minus is that there should have been a photo on each page for each recipe.

The logo in the corner of each page is very creative and reminds the users where the recipes come from and the images used are very effective and enhance the title pages of the recipe book.



More Evaluation:

The final product 'the recipe book' is a reflection of all the hard work which was put in to create a inner school cafe called 'cafe 21'. The recipe book has filled a genuine and authentic need for the school cafe. The students from the yr 12 cooking class who will be running the cafe will find the recipe book very useful as it the recipes to cook any food on the menu will always be at their finger tips. This, evidently will allow the cafe to run more smoothly and effectively. The need for all the recipes to be at easy reach has now been completed.

The environment will be affected by this assignment because of the use of paper which will be needed to make the recipe book come to life. The recipe book is about 61 pages, which is a lot of paper. The environment will also be affected by the electricity used from the computers to make the recipe book.

The students will greatly appreciate the recipe book as it will be a book to have in the kitchen. The teachers and any customer will also benefit from the recipe book as they can receive faster service with quality foods and beverages which will turn out perfectly every time, thanks to the recipe book.