**CS2S567 Professional Practice and Employability:**

**Team Based Software Development Workshop**

**Portfolio**

**Phase 1**

Individual Portfolio

Fortnightly Report

**By**

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| Team Number | **AI Group** |
| Team Task | Setup and create a Facial Recognition product |
| Own role(s) and tasks in Team | Role: Team Leader (Phase 1)  Tasks:   * Set up collaboration and communication tools. * Delegate tasks and deadlines to team members. * Write up the business proposal for the product. * Contribute to the Phase 1 seminar. |
| **Weeks 1-2** | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | Setting up of collaboration tools such as Trello and GitHub, inviting members into said tools and uploading important information such as guides and deadlines on to Trello for easy access without having to log in to Blackboard. |
| **Outcome of QA activities or Issue** |  |
| **Activities resulting from QA process/issue** | Figure out how to divide the team and which tasks should be delegated to each person. This depends on the strengths and weaknesses of each member.  Appropriate project implementation. There is no overlapping of the scope of work, no duplication of results or part of the project not completed. A group was created on messenger applications that facilitate organization and communication in the group. |
| **Personal QA development/issue** | Set up the necessary cards in Trello showing which tasks each person needs to complete and the deadline. Ensuring that work is completed by the deadline. |
| **Evidence of own activities /resolving issue** | Collaboration Tools:  Trello: <https://trello.com/b/gtvm9n0x/year-2-professionalism-employability-group-project>  GitHub: <https://github.com/17907802/-Year-2-Professionalism-Group-Project>  The delegation of work is shown in Trello by the initials of the team member in the bottom of the card.  \*More evidence in appendix. |

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| **Weeks 3-4** | **Research Phase** |
|  | **Own** |
| **Activities undertaken** | Preparation and planning for the business proposal. Research the strengths and drawbacks of creating a Facial Recognition product. Research possible situations for the use of this product and figure out the possible persons who this product could be catered to. |
| **Outcome of QA activities or Issue** |  |
| **Activities resulting from QA process/issue** | Research shows that there are many situations in which facial recognition software may be helpful: these include security, accessibility for the disabled, criminal identification, crime deterrence etc.  With the above points in mind, the basic structure of the business proposal was created and the writing of the proposal is in motion. |
| **Personal QA development/issue** | The groundwork for the business proposal was created and the writing up of the business proposal is on the way. This will allow me and the entire team to better understand the type of product we are creating and the business proposal can be referenced back to in later phases. |
| **Evidence of own activities /resolving issue** | The Business proposal is available at Trello: <https://trello.com/c/iHC4OZZB/9-write-business-proposal>  \*More evidence in appendix. |

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| **Weeks 5-6** | **Seminar Preparation** |
|  | **Own** |
| **Activities undertaken** | Continue with the writing of the business proposal. Also, began preparing for and laying the groundwork for the seminar. |
| **Outcome of QA activities or Issue** |  |
| **Activities resulting from QA process/issue** | Using the work from previous weeks, I created a number of slides for the seminar as well as tied up everybody’s slides together in order to complete the seminar.  Created the outline of the seminar, including titles for each slide, this way, team members know which slides they have to complete and what to write. |
| **Personal QA development/issue** | The Seminar was successfully presented in class. Although, there were a number of criticisms which will be taken into account such as the problem with reading directly from the screen in a number of slides. To combat this in future seminars, we will start making use of the notes section in the presentation and take greater care in memorising certain parts of the slide to where we can confidently explain to the class without reading directly from the screen. |
| **Evidence of own activities /resolving issue** | The seminar for Phase 1 can be found here: <https://trello.com/b/gtvm9n0x/year-2-professionalism-employability-group-project>  \*More evidence in appendix. |

**Appendix: Additional Evidence**

In the process of creating the portfolio:

Graphical user interface, text

Description automatically generated

Preparations for the seminar:

Graphical user interface, text, website

Description automatically generated

Completion of the seminar:

Graphical user interface, text, chat or text message, website

Description automatically generated