**CS2S567 Professional Practice and Employability:**

**Team Based Software Development Workshop**

**Portfolio**

**Phase 1**

Team/Self split Portfolio Template used from Portfolio Guide

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. |

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| **Weeks 1-2** | **Project Setup** | |
|  | **Team** | **Own** |
| **Activities undertaken** | Each team member was invited to join the collaboration tools. Members were taught how to use said tools. After consideration, the topic of facial recognition was chosen for this project due to several members of the team having some experience with the topic. | 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** | The team is quite large with (initially) five members creating difficulty in delegating and managing the tasks without overlap. Delegation of the team was figured out during in a classroom meeting. | 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. |
| **Activities resulting from QA process** | The team is divided up into smaller groups. As of Phase 1, Tharusha and Shima were delegated to researching LSEPI and Mariusz and Michal were in charge of developing the GUI. | 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. |
| **Personal QA development** | Setting up of collaboration tools and task delegation completed. Everyone in the team now knows their specific tasks and the deadline for completion. Team members no longer have to worry about other people’s tasks, allowing them to concentrate on their specific tasks. The next stages are the preparation for creating the business proposal. | |
| **Evidence of own activities** | 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. | |
| **Weeks 3-4** | **Research Phase** | |
|  | **Team** | **Own** |
| **Activities undertaken** | Continue working on the delegated tasks: for Mariusz and Michal, this includes researching the tools and methods needed to create the product and for Shima and Tharusha, this includes researching LSEPI in preparation for the creating legal documentation attached with the product. | 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** | The research phase allows for better preparation when eventually creating the product in later phases and also laying out the groundwork for privacy assurances in line with our terms & conditions that adhere to LSEPI. | 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. |
| **Activities resulting from QA process** | Research allowed the GUI team to figure out the needed tools to create the product and allowed the LSEPI team to understand the LSEPI issues with creating this software. | 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** | 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** | The Business proposal is available at Trello: <https://trello.com/c/iHC4OZZB/9-write-business-proposal>  \*More evidence in appendix. | |
| **Weeks 5-6** | **Seminar Preparation** | |
|  | **Team** | **Own** |
| **Activities undertaken** | While each individual team member is continuing with their specific work, everyone also began creating their own slides and preparing for the seminar. A classroom meeting occurred ensuring everyone knows which slides to work on. | Continue with the writing of the business proposal. Also, began preparing for and laying the groundwork for the seminar. |
| **Outcome of QA activities** | Work on the seminar is split up so each part on the team can work on the several slides that they are delegated to. | 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. |
| **Activities resulting from QA process** | With the knowledge they gained from research, everyone can create the needed slides for their specific delegated topics. Prior to the seminar, everyone also met and practiced in a classroom so the seminar can go smoothly. | 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. |
| **Personal QA development** | 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** | 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