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| CS2S567\_2020\_v1: Professional Practice and Employability, Team Based Software Development Workshop |
| Portfolio |
| Team 2 (1pm-2pm) |

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| Ben Harrison  18142915 |

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| Weeks 1 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | I completed Chapter 1 of MyProgrammingLabs (Hardware and Software, How Computers Store Data, How a Program Words, Using Python)  During our first meeting, I setup a Trello board, a Github repository, and created a Discord channel to use for communication. |
| **Outcome of QA activities** | By setting up tools like Trello and Github, it gave our team the framework to work together seamlessly.  Trello helps us monitor team member’s contribution and helps us track tasks that need to be completed and by who. Github ensures every member in our team has access to the material they will need to progress. Discord will be our team’s main form of communication. All of our meetings will occur via Discord voice chat, and we have dedicated channels to discuss our work as a team. |
| **Issues Experienced and how they were overcome** | I didn’t experience any issues when completing these activities. |
| **Personal QA development** | Working through MyProgrammingLab has taught me the fundamentals of Python and helped me learn as I’ve never used the language before.  Establishing tools to use within our team has allowed us to communicate and experience what it’s like to work within a professional team. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 2 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | I created a realistic mock-up of our PIM System using Visual Studio C# Forms based off Jess’ drawn mock-up.   I continued with MyProgrammingLabs and completed Chapter 2 (Designing a Program, Input, Processing, Output, Displaying Output with the Print Function, Comments, Variables, Reading Input from the Keyboard, Performing Calculations, More about Data Output, and Programming Projects) |
| **Outcome of QA activities** | The realistic mock-up helped our team visualise what our PIM System will look like, helping us make more accurate decisions on the design process.  Continuing with MyProgrammingLabs helped to broaden my knowledge of Python. |
| **Issues Experienced and how they were overcome** | I found it hard to visualise a PIM System when using the drawn mock-up created by Jess, so I created a realistic mock-up using Visual Studio C# Forms. |
| **Personal QA development** | I gained more of an understanding of what our PIM System will look like by designing a realistic mock-up.  Working on Chapter 2 of MyProgrammingLabs has given me more knowledge of Python, specifically Input and Output. I feel this will be very important when creating our system. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 3 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | I focused on research targeted towards Tkinter for this week. I focused on learning how to initialize a form and add different widgets to that form (Buttons, Labels, Input Boxes, etc). I used knowledge gained from last week’s MyProgrammingLabs to handle incoming inputs from the user on a Tkinter form.  I created a barebones Calculator program to get used to using Tkinter. |
| **Outcome of QA activities** | I’ve started to gain the knowledge needed to work on a prototype for our PIM System. I learned how to create a form and flesh it out with widgets and also how to handle input from the user.  I learned how to handle button clicks when creating a barebones calculator program. |
| **Issues Experienced and how they were overcome** | I faced a few issues when creating the barebones calculator app, like how to handle different operators. This was overcome by researching how other calculators handle these and adapting that into my research. |
| **Personal QA development** | I’ve broadened my knowledge of Tkinter and Python when conducting my research this week. This will be valuable when creating a prototype for our PIM System.  I’ve also gotten more comfortable using PyCharm. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 4 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | I worked on my slides for the team’s seminar slideshow. I was given the Team Collaboration, GUI mock-up and Tkinter Research slides to complete. These slides required a voice over.  Me and Jess finalised the seminar slideshow by compiling everyone’s slides and ensuring they fit in with our overall theme. After this, I emailed the seminar slides to Shaily.  I completed Chapter 3 of MyProgrammingLabs (If Statements, If-else statements, Comparing Strings, Nested Decisions, Logical Operators, and Boolean Variables) |
| **Outcome of QA activities** | I completed my personal slides and also finalised the whole seminar slideshow. This helped me reflect on what has been done in our group.  Chapter 3 of MyProgrammingLabs helped me learn about conditional statements that I can use when working on our PIM System. |
| **Issues Experienced and how they were overcome** | When receiving slides from everyone in our team, me and Jess faced the issue of everyone’s slides looking different and having different themes. To overcome this, we chose a theme to stick to, and adapted everyone’s slides to fit this theme. |
| **Personal QA development** | I worked on my teamwork skills when communicating with everyone in the team regarding their slides for the seminar.   I continued to develop my Python knowledge by learning about conditional statements using MyProgrammingLabs. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 5-8 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | During the weeks 5-8, I was the team leader for our team. Therefore, my portfolio is in the team’s shared portfolio file. |
| **Outcome of QA activities** | N/A |
| **Issues Experienced and how they were overcome** | N/A |
| **Personal QA development** | N/A |
| **Evidence of own activities** | N/A |

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| Weeks 9 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | During a team meeting, we decided our seminar would be on Programming Languages. I chose to cover C#. During week 9, I worked on my slides for this seminar.  My slides cover the history of C# and how it’s used today. I recorded a voice over for each of the slides.  Me and Jess began discussing how the final PIM System will look. |
| **Outcome of QA activities** | I completed the required seminar slides and sent them to the current team leader (Edward) in time for them to be emailed to Shaily.  Discussing the final PIM System gave me more of an idea how the final program will look. |
| **Issues Experienced and how they were overcome** | I found it hard to record my voice overs for the seminar slides, so to overcome this issue, I used the notes section in Microsoft PowerPoint to write myself a script to follow along with. |
| **Personal QA development** | I progressed my presentation skills when creating the seminar slides and recording the voice overs for my slides. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 10-11 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | For weeks 10 and 11, I dedicated time to researching how the backend of the system is going to work. I listed different ways I could think of storing the employee data in the program and how they would function. I also brainstormed how the different features could be implemented, including pros and cons for each idea.  We had our regular Monday 1PM team meetings. During these meetings we updated the Trello board so everyone understood what tasks they need to complete. |
| **Outcome of QA activities** | I finalised the backend storage system that will be used in our final PIM System to store the employee information.  I gained an understanding of what tasks I and my team members need to complete in the coming weeks. |
| **Issues Experienced and how they were overcome** | I was unsure as to how our PIM System was going to store the employee data given to us, but I brainstormed different ideas with pros and cons and came to a decision. |
| **Personal QA development** | I used problem solving skills to decide on what I thought was the best idea, thus progressing my problem-solving skills. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 12-13 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | For week 12 and 13, I worked in implementing the backend storage system I decided on previously. My plan was to implement the storage system ready for the implementation of the .csv file integration. Doing the storage system first would make this easier.  We continued with our regular Monday afternoon meetings, making sure the Trello board was being updated as work was being completed, and also making sure the Github is being used correctly. |
| **Outcome of QA activities** | The storage system for all employee information has been implemented into our final PIM program. |
| **Issues Experienced and how they were overcome** | No issues were experienced when implementing. |
| **Personal QA development** | My python knowledge has been extended when working on our final program. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 14 - 16 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | I dedicated a 3-week period to getting a large chunk of the final PIM program completed. This included implementing the CSV reader that we decided as a team would be a good system to use to import and export employee data, fully functioning login accounts which provide different access levels (Admin and user) the adding, removing, and clearing of employee data via the GUI, displaying of all employee data given to us, etc.  We used a portion the team meetings to discuss how the final PIM system will function, and I used these meetings to show the team my progress with the system, giving them the option to bring up any suggestions they had. |
| **Outcome of QA activities** | During this 3-week period, a large chunk of the final PIM program was completed, and it is well on its way to being finalised ready for testing. I think another week or 2 and the program will be completed.  The team meetings helped with the progression of the final PIM system, as all of the team had an opportunity to share any feedback. |
| **Issues Experienced and how they were overcome** | I faced a couple of issues when programming the final PIM System, but I think this was due to not being completely fluent in python. To overcome these issues, I researched the issues I was facing, and used material online to correct the issues. |
| **Personal QA development** | I progressed my python skills greatly when working on the final project these weeks. I also used my problem-solving skills to overcome issues faced when programming. |
| **Evidence of own activities** | Evidence included in appendix table. |

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| Weeks 17-18 | **Project Setup** |
|  | **Own** |
| **Activities undertaken** | I spent these weeks ensuring the final PIM system was fully finished without errors or missing features. Me and Jess looked over the final product and checked for errors I may have missed. I added a logging system to log each time a feature is ran (Importing employee data, add new employee, delete employee, etc) to the console window, for debugging and quality of life.  During the team meetings we made sure all of the final tasks that need to be complete are done, and that everyone who has any concerns are brought up. Although I wasn’t the team leader for this week, our team leader was inactive, so I took charge and let a few members know what they had to do.  I added the final touches to my portfolio and made sure it was ready for submission.  I helped Komal with issues she was facing when completing the testing phase (she didn’t have python installed on her computer and needed help installing it) |
| **Outcome of QA activities** | The final PIM System has been completed and uploaded to Github ready for testing. Jess created test cases and Komal is in charge of testing the program.  We are all on the same page as a team, and we all understand the tasks that need to be completed by submission date. I helped students who were looking towards the team leader, who was inactive, to give them guidance. |
| **Issues Experienced and how they were overcome** | No issues were experienced during these weeks. When testing the program with Jess, no issues were found, and the final program was uploaded to Github ready to be tested. |
| **Personal QA development** | I feel like I’ve progressed my python skills considerably during these weeks, and overall, during this project. I’m more confident in python than before we started this PIM System.  I feel like my leadership skills and team working skills have also been progressed during these weeks, as I’ve helped make sure everyone was aware of the tasks needing to be completed, with help of the Trello board and our discord server chat. |
| **Evidence of own activities** | Evidence included in appendix table. |

# Appendix

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| Evidence of Activities | |
| Week 1 | Trello Board    Github Repository  <https://github.com/BenB33/ProfessionalismTeam2>    Discord Voice/Chat Channel  MyProgrammingLab Chapter 1 |
| Week 2 | Realistic Mock-Up  MyProgrammingLabs Chapter 2 |
| Week 3 | Tkinter Python Research |
| Week 4 | My Seminar Slides  MyProgrammingLab Chapter 3 |
| Week 9 | My Seminar Slides    Discussion with Jess about the final PIM System |
| Week 10-11 |  |
| Week 12-13 | Each bit of information on the employees is held in it’s own array. This was decided in previous weeks.    Using a for loop to populate the list boxes with the information being held in the arrays. |
| Week 14-16 | Importing the employee data from CSV to data arrays    How the data looks displayed in the program    After selecting a specific employee and clicking ‘View Employee’ button    After adding a test employee using the entry boxes    After deleting that test employee    Logging in as a user gives you a different GUI with less options |

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| Week 17-18 | Communication in the Discord server to ensure all the tasks needed were completed    Me and Jess had a meeting to look over the final program before handing over to Komal for final testing    Helping Komal install Python on her computer. I had to remote desktop in and install it for her. |

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| Final Phase 2 | Fully updated trello board    My section of the Github repository |