**Project Management Documentation**

**Code of Conduct:**

**Respect:** All team members should conduct themselves with respect and be professional. There will be no toleration to disrespectful conduct, including harassment or discrimination.

**Responsibility:** All team members will be accountable for completing their allocated tasks to the best of their abilities and on scheduled timing. Members should inform the group manager as soon as possible if they will not be able to finish a task by the deadline.

**Collaboration:** All team members should work together effectively when needed as it is essential to the project's success. Each member should be eager to assist and aid other member.

**Communication**: A good level of communication is crucial for the project to be successfully completed. All members should strive to communicate in an attentive, and clear manner.

**Confidentiality:** All team members should maintain the confidentiality of any sensitive information pertaining to the project, and they should not disclose sensitive information to anyone outside the group without the permission from all group members.

**Accountability:** All team members will be held responsible for their choices and actions done. Members should accept responsibility for mistakes they make and attempt to resolve the issue.

**Professionalism:** All team members should act professionally at all times while interacting with other team members and members of staff. This entails arriving on time, keeping to deadlines, and delivering work of high quality.

Signed:

Abdullah Musleh

Signed:

Mohamed Etri

Signed:

Mohammed Chtiar

Signed:

Syed W. Quadri

**Skills Audits:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student name: Abdullah Musleh |  |  |  |  |  |
| Skill | I do not know how to do this | I have some idea how to do this, but need to develop my skills | I can do this, but need more practise | I am comfortable doing this | I am skilled in this |
| Score | 1 | 2 | 3 | 4 | 5 |
| Written Communication |  |  |  |  | X |
| Literature Reviewing |  |  |  | X |  |
| Programming (general) |  |  |  |  | X |
| Programming AI applications |  |  |  | X |  |
| Creative problem solving |  |  |  |  | X |
| Solution design description |  |  |  | X |  |
| Iterative development of AI |  |  |  | X |  |
| Solution testing |  |  | X |  |  |
| Project Management |  |  |  |  | X |
| Maths for AI |  | X |  |  |  |
| Critical Evaluation |  |  |  | X |  |
| API design and creation |  | X |  |  |  |
| UI design and creation |  |  |  | X |  |
| Putting forward suggestions in team meetings |  |  |  |  | X |
| Putting forward suggestions by email/text/etc |  |  |  |  | X |

**Brief Commentary on Strengths and Weaknesses**

I can say that I am quite comfortable managing the project and want to do so, furthermore I am skilled in communicating effectively, solving problems, evaluation and in programming. But I have a weak point in mathematics, so I aim to stir clear from that part of the project. I also don’t feel comfortable designing and creating APIs for the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student name: Mohamed Etri |  |  |  |  |  |
| Skill | I do not know how to do this | I have some idea how to do this, but need to develop my skills | I can do this, but need more practise | I am comfortable doing this | I am skilled in this |
| Score | 1 | 2 | 3 | 4 | 5 |
| Written Communication |  |  |  | X |  |
| Literature Reviewing |  |  |  | X |  |
| Programming (general) |  |  | X |  |  |
| Programming AI applications |  |  | X |  |  |
| Creative problem solving |  |  | X |  |  |
| Solution design description |  |  |  | X |  |
| Iterative development of AI |  |  | X |  |  |
| Solution testing |  |  | X |  |  |
| Project Management |  |  |  | X |  |
| Maths for AI |  |  |  | X |  |
| Critical Evaluation |  |  | X |  |  |
| API design and creation | X |  |  |  |  |
| UI design and creation |  |  | X |  |  |
| Putting forward suggestions in team meetings |  |  |  |  | X |
| Putting forward suggestions by email/text/etc |  |  |  |  | X |

**Brief Commentary on Strengths and Weaknesses**

I have very strong communication skills as well as mathematical problem solving skills, I contribute to this team by putting forward suggestions for certain problems we have as we build this project. My weaknesses are building sophisticated code that implements certain functions, I don’t know how to create API or how to design it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student name: Syed W. Quadri |  |  |  |  |  |
| Skill | I do not know how to do this | I have some idea how to do this, but need to develop my skills | I can do this, but need more practise | I am comfortable doing this | I am skilled in this |
| Score | 1 | 2 | 3 | 4 | 5 |
| Written Communication |  |  | X |  |  |
| Literature Reviewing |  |  | X |  |  |
| Programming (general) |  |  |  |  | X |
| Programming AI applications |  |  |  | X |  |
| Creative problem solving |  |  |  | X |  |
| Solution design description |  |  | X |  |  |
| Iterative development of AI |  |  | X |  |  |
| Solution testing |  |  | X |  |  |
| Project Management |  |  | X |  |  |
| Maths for AI |  |  |  | X |  |
| Critical Evaluation |  |  | X |  |  |
| API design and creation |  |  |  | X |  |
| UI design and creation |  |  |  | X |  |
| Putting forward suggestions in team meetings |  |  |  | X |  |
| Putting forward suggestions by email/text/etc |  |  |  | X |  |

**Brief Commentary on Strengths and Weaknesses**

I have very strong skills in programming and I aim to implement my skillsets in this project. Furthermore, I have a good sense of creativeness and communication that I will use throughout the work. I would say that I would not prefer to critically evaluate or plan and manage this project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student name: Mohammed Chtiar |  |  |  |  |  |
| Skill | I do not know how to do this | I have some idea how to do this, but need to develop my skills | I can do this, but need more practise | I am comfortable doing this | I am skilled in this |
| Score | 1 | 2 | 3 | 4 | 5 |
| Written Communication |  |  |  | X |  |
| Literature Reviewing |  |  | X |  |  |
| Programming (general) |  |  |  | X |  |
| Programming AI applications |  |  | X |  |  |
| Creative problem solving |  |  |  |  | X |
| Solution design description |  | X |  |  |  |
| Iterative development of AI |  |  | X |  |  |
| Solution testing |  |  | X |  |  |
| Project Management |  |  |  | X |  |
| Maths for AI |  | X |  |  |  |
| Critical Evaluation |  |  | X |  |  |
| API design and creation |  |  | X |  |  |
| UI design and creation |  |  |  | X |  |
| Putting forward suggestions in team meetings |  |  |  | X |  |
| Putting forward suggestions by email/text/etc |  |  |  |  | X |

**Brief Commentary on Strengths and Weaknesses**

As a student, I have identified my strengths and weaknesses in various skills related to AI. I feel comfortable in written communication, programming in general, creative problem solving, project management, UI design and creation, and putting forward suggestions in team meetings or through email and text. However, I still need more practice in literature reviewing, programming AI applications, solution design description, iterative development of AI, solution testing, maths for AI, and critical evaluation. I can do API design and creation, but also need more practice. Overall, I am aware of my strengths and weaknesses and will work on improving my skills in the areas where I need more practice.

**Skills Audit Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Team member 1 | Team member 2 | Team member 3 | Team member 4 |
| Written Communication | 5 | 4 | 3 | 4 |
| Literature Reviewing | 4 | 4 | 3 | 3 |
| Programming (general) | 5 | 3 | 5 | 4 |
| Programming AI applications | 4 | 3 | 4 | 3 |
| Creative problem solving | 5 | 3 | 4 | 5 |
| Solution design description | 4 | 4 | 3 | 2 |
| Iterative development of AI | 4 | 3 | 3 | 3 |
| Solution testing | 3 | 3 | 3 | 3 |
| Project Management | 5 | 4 | 3 | 4 |
| Maths for AI | 2 | 4 | 4 | 2 |
| Critical Evaluation | 4 | 3 | 3 | 3 |
| API design and creation | 2 | 1 | 4 | 3 |
| UI design and creation | 4 | 3 | 4 | 4 |
| Putting forward suggestions in team meetings | 5 | 5 | 4 | 4 |
| Putting forward suggestions by email/text/etc | 5 | 5 | 4 | 5 |

**Brief Commentary on Team Strengths and Weaknesses**

It is evident from the skill audits filled in by each member of the group that we have a wide array of skillsets available to our disposal and each member had their own strengths and weaknesses evident. We will work hand in hand to cooperate since some members strengths are others weaknesses and vice versa, thus hopefully allowing a smooth flow of work throughout this project. We have members who are excellent at programming, mathematics, management and critical thinking and evaluation.

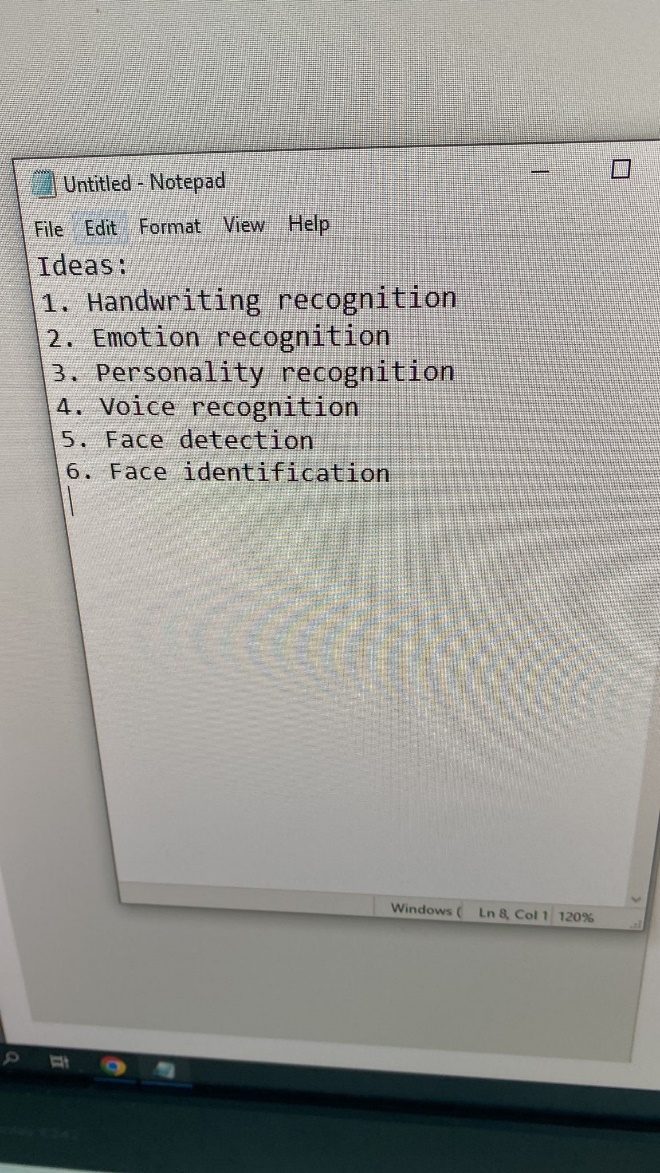
**Risk Analysis:**

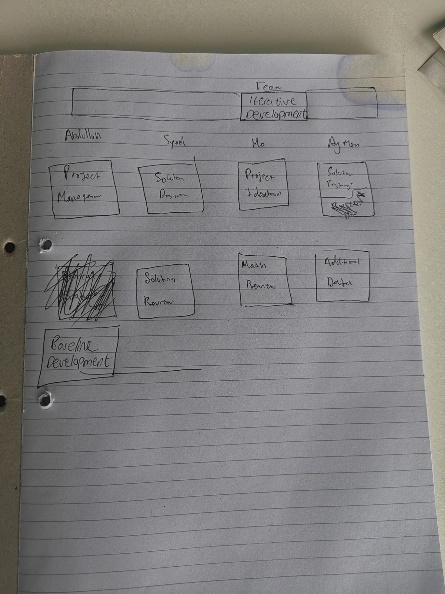
**Task Management:**

**Master Schedule:**

**Progress Report:**

**First Group Meeting:** 08/02/2023

****Group met together to discuss and go through the software engineering practice umbrella and AI assessment briefs. Both documents were read and understood by all members of the group, and some brainstorming was done in choosing an AI problem to tackle and initial missions were decided by group members in a fair fashion. Some issues did arise due to confusion in the assessment briefs where we were unsure whether baseline development was an individual or group responsibility.

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**Confirming Missions:** 13/02/2023

After gaining some clarity with the previous concerns by talking to a member of the teaching staff regarding some missions, the group has decided and finalized the missions and responsibilities of each person. Furthermore, the group has decided to base our project on the idea of handwriting recognition.

|  |  |  |  |
| --- | --- | --- | --- |
| Abdullah | Syed | Mohamed E. | Mohammed C. |
| Iterative Development | | | |
| Project Management | Solution Design | Project Ideation | Solution Testing |
| Baseline Development | Solution Review | Mathematical Review | Additional Data |

**Submission of skills audit and proposal:** 16/02/2023

After receiving skills audits from each member of the group, group manager merged all audits into one document and provided a brief summary on the skillsets of the group.

Graphical user interface, text, application, email

Description automatically generated

**Initial Idea Rejected:** 01/03/2023

After reviewing the idea with teaching staff, we were told that the initial project was not complex enough.

Graphical user interface, text, application

Description automatically generated

**Final Idea Confirmation:** 07/03/2023

The group has discussed and brainstormed new ideas to come up with an idea of developing software to recognize sign language and output the translation in text. The idea was then confirmed with teaching staff.