	Criteria	Grade claimed	Supporting arguments	Supporting evidence (refer to appendix if needed)
Basic	Professional Behaviour		In continuation into iteration 1 I believe I have been able to satisfy and maintain the distinction grade as I have: Maintained a professional yet positive mindset which was able to maintain or boost the morale of the squad to be more productive within the iteration Throughout the iteration, we faced issues like communication problems between the junior members and I have attempted to resolve the issue at hand in a professional manner alongside some other seniors by sending private messages through teams to reach out to those members consistently. To try and contact them. However, to no such luck, I required the assistance of the mentors to step in and resolve the issue. I have also maintained the use of inclusive language and have provided all members of the squad opportunities to speak within meetings and	
		D	conversations	Appendix 1.1 Appendix 1.2 Appendix 1.3 Appendix 1.4
		D	As the project lead, I have been busy working on the administration work and	Refer to Appendices above

			project documentation. but i have had experience dealing with saving data and accessing data saved in the database. I was able to work alongside Faiz to set up and implement the database this iteration which then allows further progression and opens the program for further backend development in the next iteration	
	Accountability (Worklogs)	D	As of the 29th of August 2021, I have logged a total of 86 Hours in the worklog and am well on track to achieve the 120 hours required for the Distinction grade for this criterion.	Appendix 1.1 Appendix 1.2
	Attendance	D	Throughout iteration 1, I have maintained the 100% attendance record that I have had since iteration 0. I have been actively present in all squad meetings, decisions.	Recorded sessions show attendance in meetings
	Engagement	D	Throughout iteration 1 I have been actively engaged within the project to meet the expectations of the other seniors and the juniors to be mostly available so that I can be of assistance when/ if they need it. I have displayed my commitment to the project by taking on the role as Project Leader and have been leading the project discussions within the studio sessions and organising any other optional meetings for the squad. I have also been in	Appendix 3.1 Appendix 3.2 Appendix 3.3

| | | | constant communication with the project owner to relay the progress of the application alongside asking about any other ideas/deliverables they might have for the project scope.

As the project leader, I am not working on implementing any current new functions or pages into the new project, rather I am completing more of an administrative/planning role in the project, however, this doesn't mean I don't contribute to the project code. As stated before, I previously had experience working on the database, and I was able to work alongside Faiz to connect the database to the project.

As this iteration was the launch of the new VR/AR Project, there was no Project Wiki and or planning applications used yet, so throughout the iteration I have been busy by remaking the Power BI I had created earlier from the last project and moving it into this one alongside creating a new Gantt Chart using Gantt Project. | |
|---|---|---|---|---|
| **Core** | Communication | HD | To date, I have been active within all studio sessions which can be seen from the Attendance Criterion above. Within the studio sessions I have led almost | Appendix 1.4 Appendix 1.1 Appendix 4.1 Appendix 4.2 Appendix 4.3 Appendix 7.1 |

| | | | all discussions and have allowed all members within the squad a time to speak by addressing each person and making sure that they are included in the decision-making process and ensuring they are able to voice out their concerns in the meeting space if they have any.

Throughout the iteration, I have maintained contact with Angad the project owner and have been able to relay the progress the squad is making with the project. Unfortunately, Angad has been busy over the past few weeks so I have only held private meetings with him and have collected questions which the squad have had over the project and have asked him during these meetings. By constantly updating Angad about the squad progress so we can slot in any new deliverables he might have for us in the iteration nicely and allows him to see how we are going as a squad.

I have also been able to present to the panel board members in the iteration 0 presentation, and plan on speaking during the iteration 1 presentation as well however, I will not be presenting on behalf of the whole squad, I have assigned others to speak | |

			on behalf of their respected fields like Software and design teams so that they have a chance to present to the panel board members. Lastly, when attempting to resolve issues with the database connection task which was assigned to Faiz, I contacted Akash Kunwar, who has previously worked with MInD Lab Translators team 2 trimesters ago about the connection issues and have worked alongside him to fix the issues. Because of these reasons I believe I have satisfied the HD grade for this criterion.	
	Teamwork	D	Throughout iteration 1, I have had two instances of teamwork that I can recall. In the previous trimester, I was tasked with the Add image function, which allows a user to add an image onto their account. Whilst working on the task I needed to access the database and save the image and pull the image location out to be displayed on the application. Using my knowledge gained from the previous Trimester, I have been working alongside Faiz in preparing the Google Firebase for integration into the project. Over Countless meetings, Faiz and I have	Appendix 5.1 Appendix 5.2

		D	even reached out to people like Akash Kunwar who has worked on databases and was in the MInD Lab Team 2 trimesters ago. About the problem and were able to get his assistance with the issue which resulted in the database now saving data when the user signs up an account. This then opens more backend opportunities like retrieving and storing additional data in the application to the firebase.	
	Process	D	Moving into iteration 1, I have been maintaining the set procedures set by the academic mentors and the unit chairs and what is expected of the squads in each studio session. Within our studio sessions on Thursday, we begin with a stand-up session from all squad members presenting what they have done from the last meeting, what they are currently working on, and what is planned till the next meeting. Here both Imali and Shaun can validate our claims by viewing the Trello and ensuring that it is matching up to what was stated in the stand up. The Trello Board is constantly being updated with comments from all members within the squad to not only keep me updated on progress but	Appendix 2.2 Appendix 6.1 Appendix 6.2

			also any third-party stakeholders within the project, like Angad the project owner and the mentors Shaun and Imali. Moving forward we have received feedback from the previous iteration about the Trello board and have made it more readable and it has shown results as Shaun and Imali now can easily identify what tasks are in progress and what has been completed. Throughout the trimester, I am consistently keeping the worklog updated as soon as I am finished working on a task so that the worklog can be up to date with what I have completed within the iteration.	
	Product		As I have taken on the position of project leader, I am more focused on the project management aspects of the product whilst still being actively engaged on the technical aspects of the project, like the code review sessions. These Sessions take place on Tuesdays and Fridays and involve reviewing submitted work sent in by the squad in the form of pull requests. I review the code sent in by checking and ensuring that the work produced is of a high standard.	Appendix 3.1 Appendix 3.2 Appendix 6.1 Appendix 6.2 Appendix 6.3
		D		

		D	In terms of project management, I have been delegating tasks on the Trello Board and planning out the project using a Gantt chart to set deadlines and visualise the deadlines. By using a Gantt chart, I can see what and when the tasks are due and plan additional tasks ahead. If a squad member requests for an extension, through the Gantt chart I can see what other tasks the delay affects and re-allocate the deadline to another time. Another task that I am responsible of completing for the squad is the Weekly updated PowerBI which is a tool used to help all squad-mates review their progress within the project by displaying a easier form to read worklog and allows them to see what percentage of hours they have used to do a certain task.	
		D	At the current moment alongside the retrospectives, I am working on the presentation which will be shown in next week's panel presentation session. Currently I am structuring the presentation slides and will be presenting most of it, however, the respective sub-teams will be spoken by the seniors / or juniors themselves as well to display their completed	Appendix 7.1

			work. This then gives the other members an opportunity to contribute to the presentation orally	
	IT Skills	D	As I am currently in my third year of my bachelor's degree in Computer Science, the course requires core units like introduction to Programming and Object-Oriented Programming to teach me the basics of C#, I have been able to apply my knowledge attained from those units and apply them into the java markup language. These in turn has allowed me to conduct my code review sessions by fixing and code testing the pull requests before they are merged into the master branch of the project. One of the new errors which has popped up that I have learnt from these pull requests have been these code conflicts. I haven't had any experience of dealing with code conflicts, but I had a meeting with the previous squad leader Jude about it so that it fills my gaps of knowledge so that I can work through conflicts in the future.	Appendix 3.1 Appendix 5.1 Appendix 5.2 Appendix 8.1
Advanced	Self-Awareness	D	When looking back to the previous trimester when I was a Junior, I can say for sure that I am even more comfortable programming using Java. As I am still learning things in java using w3schools, another	Appendix 1.2 Appendix 4.2 Appendix 5.1 Appendix 9.1

| | | | way I'm learning the language is by completing these code reviews. They present to me an opportunity to read and understand the way others might read and write code.

One thing I would say I've done my best with this iteration was the scenario with two of the juniors who weren't really communicating all too well. I did my best by sending catch up messages on teams and during studio sessions trying to get them to verbally communicate so that It was easier for the squad to understand them, but to no real success until I asked the mentors stepped in. I would say that communication is a two-way street and there are things I could have done to better communicate to them like reaching out to them through email, but it flew over my mind.

One of the major things that I was able to contribute to the team as a squad leader is by being able to take harsh feedback and turning it into a learning experience rather than letting it dwell in my mind as a negative experience. Whether it be from the panel board members or the mentors I have been able to apply the feedback given and I | |

			believe it is a quality that is needed for a leader and I can say that my leaderships skills are being developed whilst being in this role of squad leader.	
	Project Management		As the project lead, I work closely with the squad alongside the project owner to ensure that their desired deliverables are achieved alongside providing updates to the project and how it is progressing. I have also been able to use these meetings as an opportunity to raise concerns that the squad might have about the project. As the switch in project came quite suddenly, none of the new project assets like the Bitbucket or Trello Boards were set up so I took the liberty to create a new Bitbucket and a new Trello board to get the project up and running as soon as possible, however, I wasn't supposed to create those on my own, therefore I sent an email to the Capstone IT Help to get that sorted as soon as possible alongside setting up a meeting with Sia to have a chat with me to develop a new Trello board alongside, running me down on how to run a successful Trello board. As the Trello Board was set up earlier than the	
		HD	bitbucket, no work could	Appendix 1.2 Appendix 4.1 Appendix 6.1 Appendix 6.3 Appendix 7.1 Appendix 8.1

			be completed on the Code end of the project, so instead, I shifted the focus of the software team to the planning process and developing ideas on the deliverables and the project backlog and putting those ideas into Trello cards which could then be worked on as soon as the Bit bucket was released. The design team would be working on prototypes on how the project would look if it was to be in a completed state. Lastly, as the squad leader, one of my duties is to ensure that all members within the squad have contributed correctly and need to ensure that all processes are being followed and maintain contact between all members of the team. There was Communication issues which has arisen from two of the juniors and I have attempted to solve it myself, however, this went nowhere, and I asked the mentors to intervene and solve the issue and come to a common ground with the junior members I have also been responsible for creating and present most of the upcoming presentation on Thursday.	
	Mentoring	D	One of the mentoring opportunities I was	Appendix 10.1 Appendix 10.2

			presented with this iteration was hosting a Retrospective writing session for the juniors and pass on my knowledge on how to write an individual retrospective. The session lasted around 2 hours and I went through the rubric and all the different criterion alongside showing my previous retrospectives from a junior point of view. I have also provided my iteration 2 retrospective from last trimester as a reference for a Distinction grade level retrospective. Another opportunity of mentoring that was presented to me was helping Alan with his Android Studio. There was a problem with his emulation devices which required him to go to the bios and check if virtualisation was enabled for his motherboard and making sure that they have the correct version of Android studio. Lastly redownloading an important asset which turned out to be the root of all problems. Moving forward I believe this experience can be forwarded to Alan as he now knows how to fix this emulation issue with Android Studio	

Basic: State facts and provide evidence

Core: Use the STAR Model
- **Situation:** describe a work situation that you were faced with
- **Task:** describe the task that you had to complete
- **Action:** describe the action that you took to complete the task
- **Result:** describe the result of your action

Advanced: Use a reflection framework
- **Situation facts:** describe a work situation that you were faced with
- **Situation thoughts:** describe your thoughts on the situation and you goal
- **Action plan**: describe the plan you will action to achieve your goal
- **Result:** describe the result of your actions or ongoing plan

[provide a detailed plan for your <u>individual tasks</u> for the next iteration and put them <u>into context of the overall aims</u> of your project.]

With the conclusion of iteration 1, we have mainly worked on the conceptual designs of what we want the end project to look like and have designed tasks for all members to complete with help us get closer to achieving this goal. With the addition and connection of the firebase database to the application created by Faiz and me, we can now progress through and complete the back-end side of the project.

What I have in mind for iteration 2, is that the design team will be busy working on the XML layout for pages, and closely following the designs created in the previous iteration in the concept and prototype found on adobe XD

The Software team will be hard at work creating the back-end functionality of the project and will be creating the functions and linking the data to be sent and pulled from the database.

My overall task for next iteration will be to plan out iteration 2 and update Trello and the team's cards and overlook both sides and provide as much assistance as possible to my team, and creating the project documents which is vital for passing over the project to the next iteration for the next trimester. I will maintain my weekly code reviews to ensure that the project stays up to date as well alongside updating the project owner on our progress on a weekly basis.

Appendices (if any)

Appendix 1.1 – Chat History – Maintaining contact with Stakeholders in the Project

Appendix 1.2 – Professional Communication with Juniors and attempting to come up with solutions with their region locked programs issue

Appendix 1.3 – Posting an update for the Squad in a professional manner.

BRYAN HEW 11-August 12:00 am 👍 2
General Update for All Juniors
Hey all, first of all, i need to apologize to the Juniors, as this has been a very confusing transition into the project. From iteration 0 beginning work on our Smart Care application then suddenly switching over to a new project out of the blue towards the end of iteration must have been shock. On behalf of the Seniors and also the teaching team i do apologize, there was a lot of miscommunication however, we have sorted it out asap so that we can begin work on an entirely new project.

Throughout the past few days, i have been meeting with different teaching staff and getting an idea on how to run the whole project properly. I thought that with the new project, we needed an entirely new private Trello board and Repository to get things moving asap, however this is not what the teaching team wanted. They needed to create the Trello Board and the BitBucket Repository for us instead rather than me creating everything from scratch.

Moving Forward, this upcoming studio session is a big one! we going to be planning and beginning work on the project. Some of the Seniors has already begun working on some tasks, and you too will be contributing to the project. Before Thursday all i ask is that you have bookmarked the Trello links below as they are vital to the success of everyone in the squad as it is part of the capstone process.

Roadmap Trello: https://trello.com/invite/b/yc0OUx02/972a651a824cc4a3069d91cec61b3f44/mind-lab-roadmap

Project Planning Trello: https://trello.com/invite/b/IOA5FTI2/2fa24bd545d78fef21d515c6fcc0632d/mind-lab-translators-vr-ar-trello

As for the BitBucket, could you please fork this repository to your account, then clone the repository into Android studio so that you have a copy of the project on your local machine!

BitBucket Repository: https://bitbucket-students.deakin.edu.au/users/bhew/repos/mind-lab-translators/browse

Lastly, if you are having issues logging your hours into the Work log, please log them into a separate Excel file and let me know that you are experiencing difficulties. I can input them into the Work log for you. I have spoken to the unit chair and there is nothing they can really do.

Thanks for reading this far, there are a lot of things to get done in the next two iterations. The Senior team and myself will be here to work with you all the way to the finish line!

See less

Trello ✕
Organize anything, together. Trello is a collaboration tool that organizes your projects into boards. In one glance, know what's being worked on, who's working on what, and where something is in a ...

trello.com

↩ Reply

Appendix 1.4 – Call History

Appendix 2.1 – Iteration 1 – Weekly Power BI

Total Duration distribution (Hours) - Bryan

Duration (Hours) by Activity Type and Student Name

Activity Type
- Contribution
- Squad Meeting
- Other
- Scheduled Class
- Montoring
- Task Completion
- Expert Panel Demo
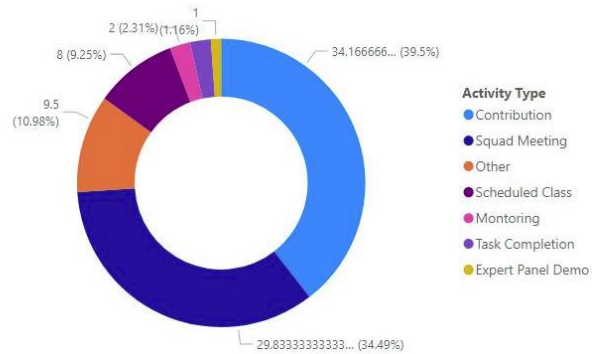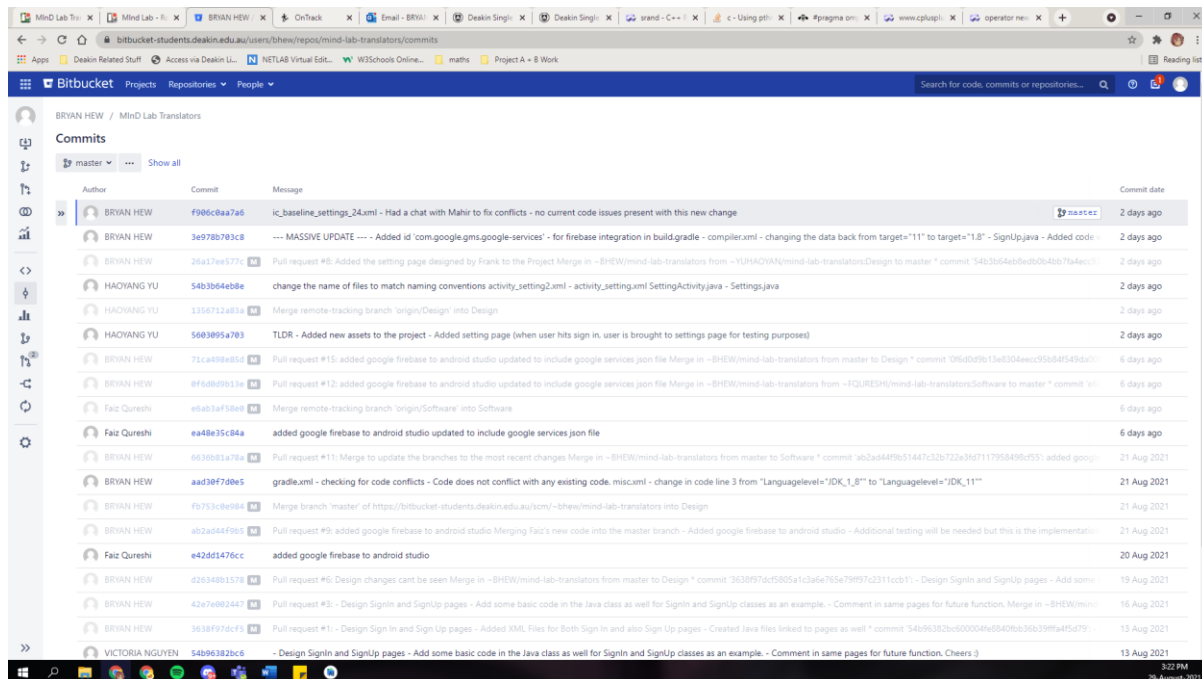
Individual Team Member - Workbook Log

Student Name	Activity Type	Date of Activity	Duration (Hours)
Bryan Hew	Expert Panel Demo	Thursday, 5 August 2021	1.00
Bryan Hew	Montoring	Saturday, 31 July 2021	1.50
Bryan Hew	Montoring	Sunday, 15 August 2021	0.50
Bryan Hew	Other	Monday, 19 July 2021	0.50
Bryan Hew	Other	Tuesday, 20 July 2021	2.00
Bryan Hew	Other	Sunday, 25 July 2021	1.83
Bryan Hew	Other	Monday, 26 July 2021	1.00
Bryan Hew	Other	Monday, 2 August 2021	0.83
Bryan Hew	Other	Wednesday, 18 August 2021	0.33
Bryan Hew	Other	Thursday, 19 August 2021	2.00
Bryan Hew	Other	Sunday, 29 August 2021	1.00
Bryan Hew	Scheduled Class	Wednesday, 14 July 2021	2.00
Bryan Hew	Scheduled Class	Wednesday, 21 July 2021	2.00
Bryan Hew	Scheduled Class	Wednesday, 28 July 2021	2.00
Bryan Hew	Scheduled Class	Wednesday, 11 August 2021	2.00
Bryan Hew	Squad Meeting	Friday, 16 July 2021	1.00
Bryan Hew	Squad Meeting	Thursday, 22 July 2021	4.00
Bryan Hew	Squad Meeting	Thursday, 29 July 2021	4.00
Bryan Hew	Squad Meeting	Tuesday, 3 August 2021	0.50
Bryan Hew	Squad Meeting	Thursday, 5 August 2021	3.00
Bryan Hew	Squad Meeting	Tuesday, 10 August 2021	1.50
Bryan Hew	Squad Meeting	Thursday, 12 August 2021	5.00
Bryan Hew	Squad Meeting	Sunday, 15 August 2021	0.17
Bryan Hew	Squad Meeting	Thursday, 19 August 2021	4.00
Bryan Hew	Squad Meeting	Sunday, 22 August 2021	2.00
Bryan Hew	Squad Meeting	Thursday, 26 August 2021	4.00
Bryan Hew	Squad Meeting	Saturday, 28 August 2021	0.67
Bryan Hew	Task Completion	Friday, 13 August 2021	2.00
Total			**86.50**

Appendix 2.2 – Worklog

Appendix 3.1 – Code Commits and Pull Requests on the Bit Bucket

Appendix 3.2 – Code Review Sessions hosted on Tuesday and Fridays

Appendix – 3.3 – Contributions to the Project in Iteration 1.

Bryan Hew - HD	Senior	- Planned out/Delagated tasks to commence in iteration 1. - Hosted all studio meetings and optional sessions like retrospective writing sessions to assist the juniors - Conduct Code Reviews every Tuesday and Friday evenings to implement changes made and update the project. - Sorted out and Managing the Trello Board - Reworked the PowerBI to display more useful data compared to the last iteration of it. - Created a Gantt chart to help visualize the progress of tasks and their expected completion date - Worked alongside Faiz to integrate the Google Firebase into the project to save data	86 Hours

Appendix – 4.1 – Communicating with the Project Owner
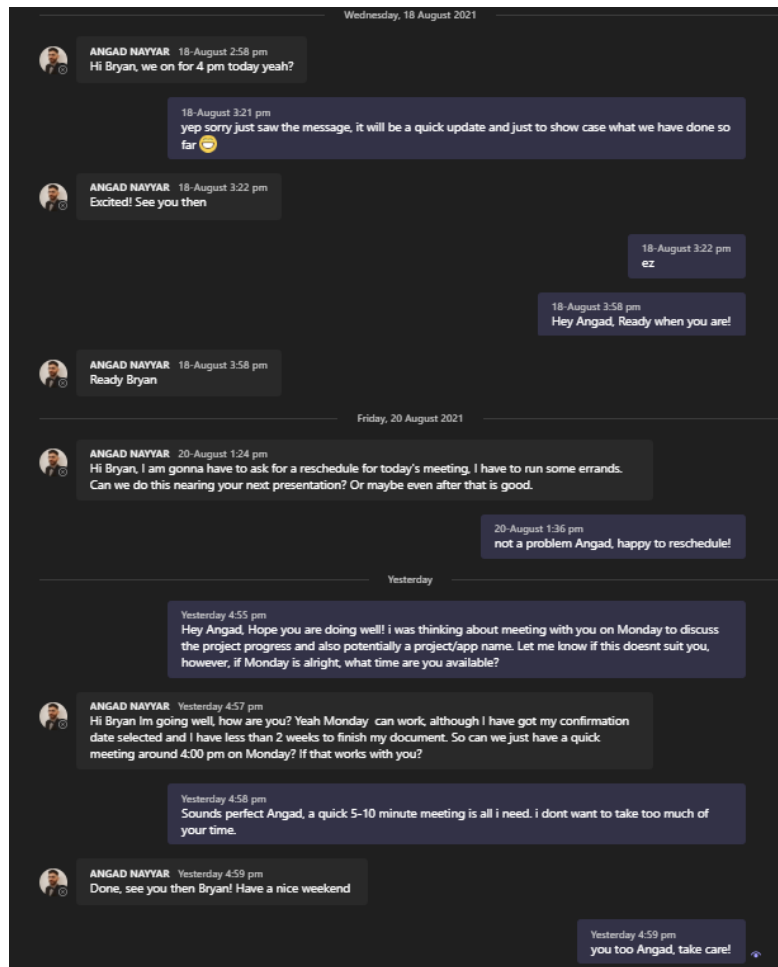
Appendix 4.2 – Presenting the issue of Communication between the seniors and juniors to the Mentors
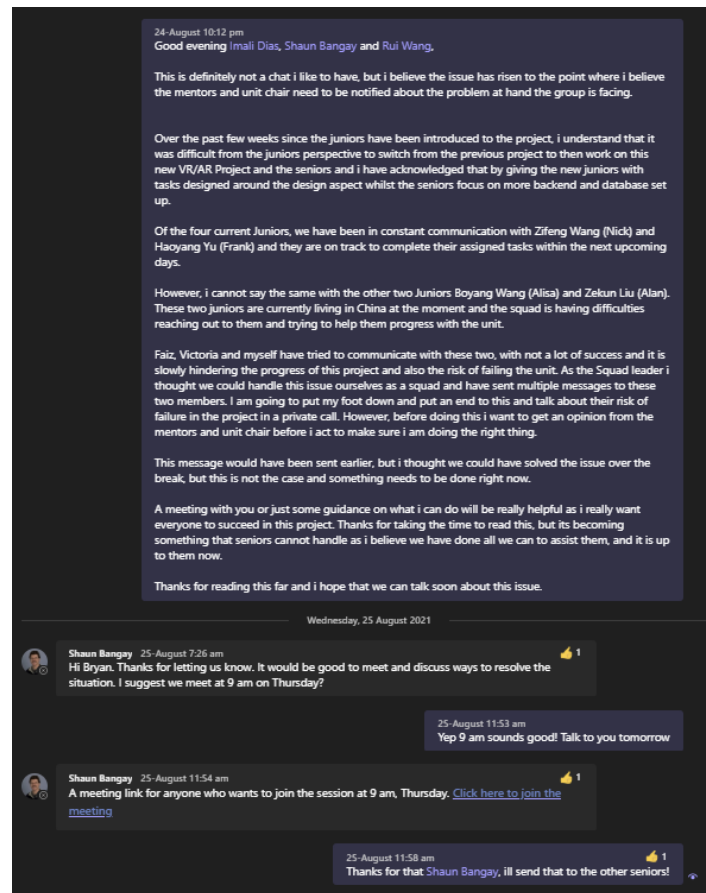
Appendix 4.3 – Talking to Akash who was a previous member of the MInD Lab Team and worked on the database previously.
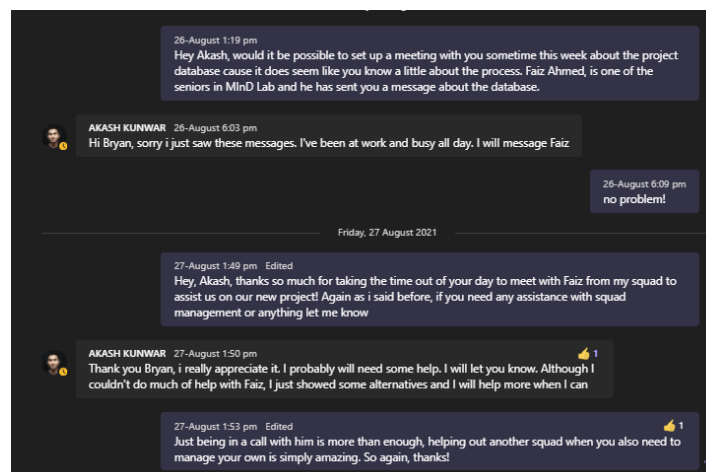
Appendix 5.1 – Working with Faiz on connecting the database to the Project and saving data to the database
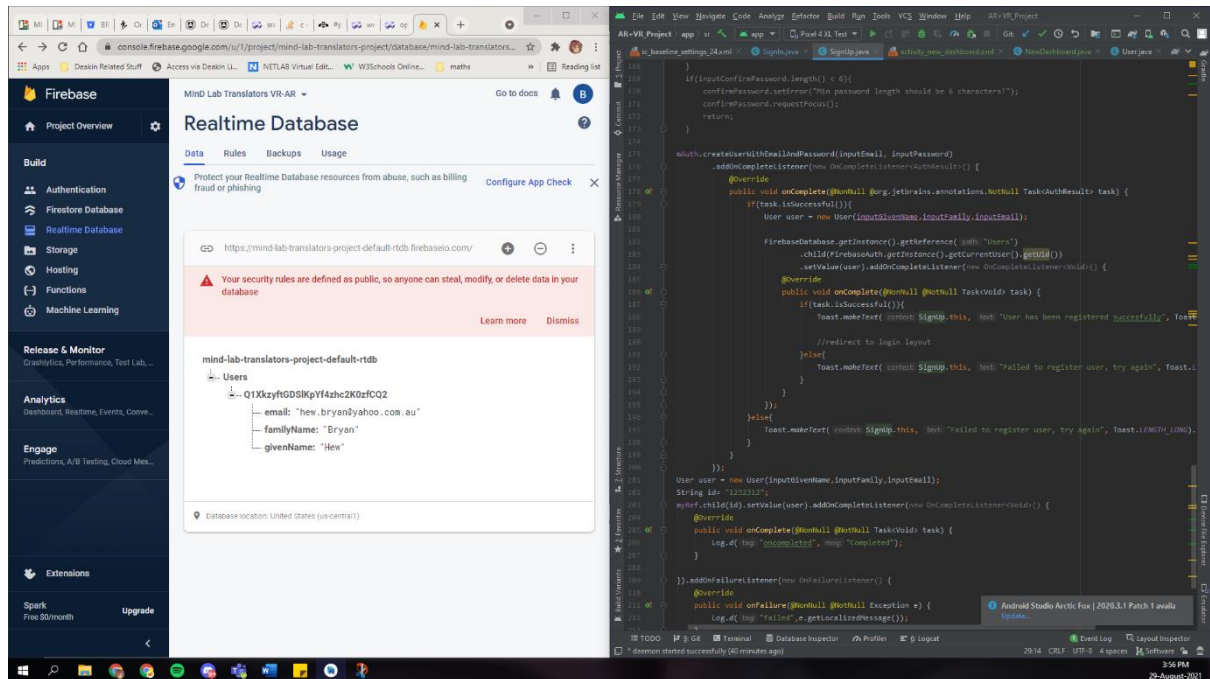
Appendix 5.2 – Faiz acknowledging me on my assistance and contribution to his task of connecting the database to the project.

FAIZ AHMED QURESHI Yesterday 11:10 pm

yea

Hey Bryan, thanks for all your help during this iteration with getting the database conection working for the project
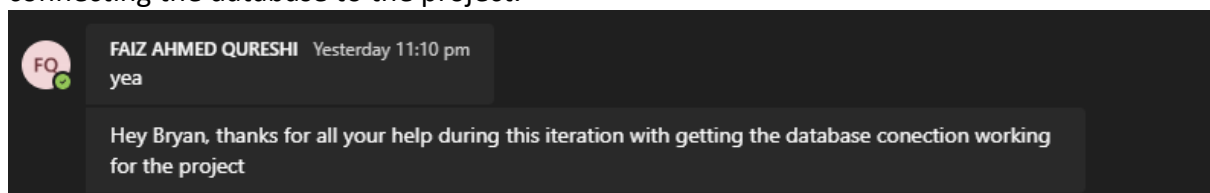
Appendix 6.1 – Trello Board at the end of the Iteration 1
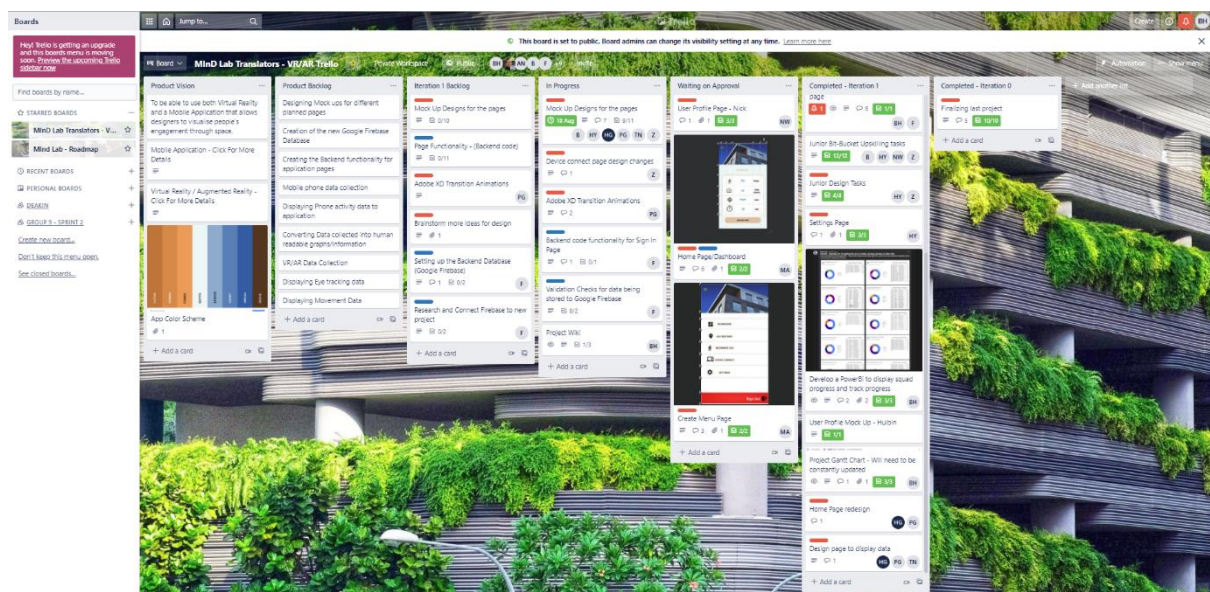
Appendix 6.2 – Trello Board comments and updated cards and proof of task completion
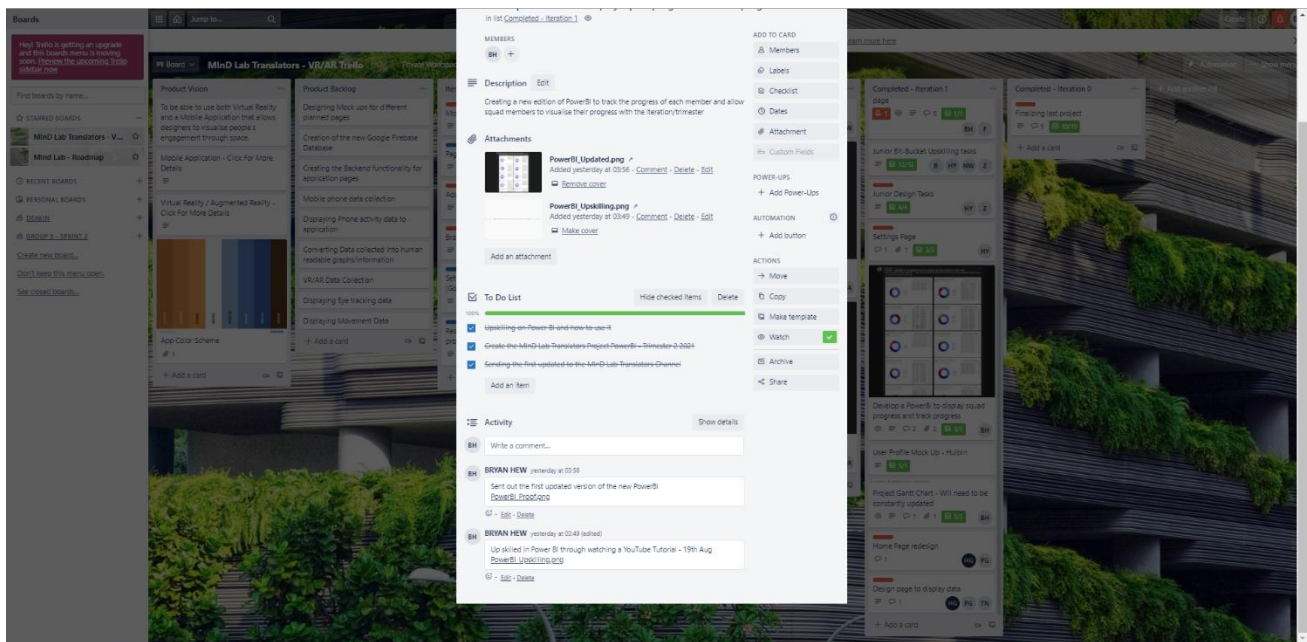
Appendix 6.3 – Weekly Power BI Released every Sunday

Appendix 7.1 – Presentation almost complete and almost ready for presentation and submission

Appendix 8.1 – Working on Code Conflicts during my Code Review Sessions

Appendix 9.1 – Feedback Notes

Feedback + Other Information

BitBucket - Dhananjay - Panel Board
- Make sure that there is commits so that we can see project progress clearer - (Addressed)

Trello Board - Dhananjay - Panel Board
- You cant plan for iterations that havent occured yet when you are still in iteration 0. e.g. whilst in iteration 0 cannot plan for iteration 1, until the end of iteration 0
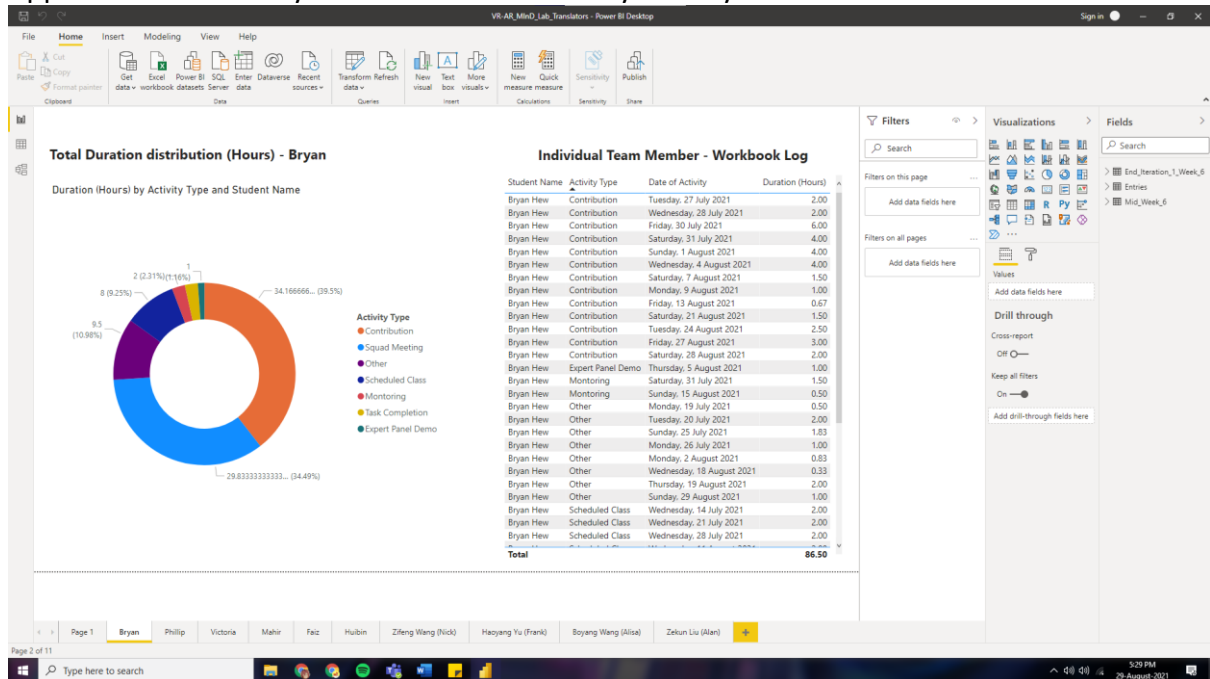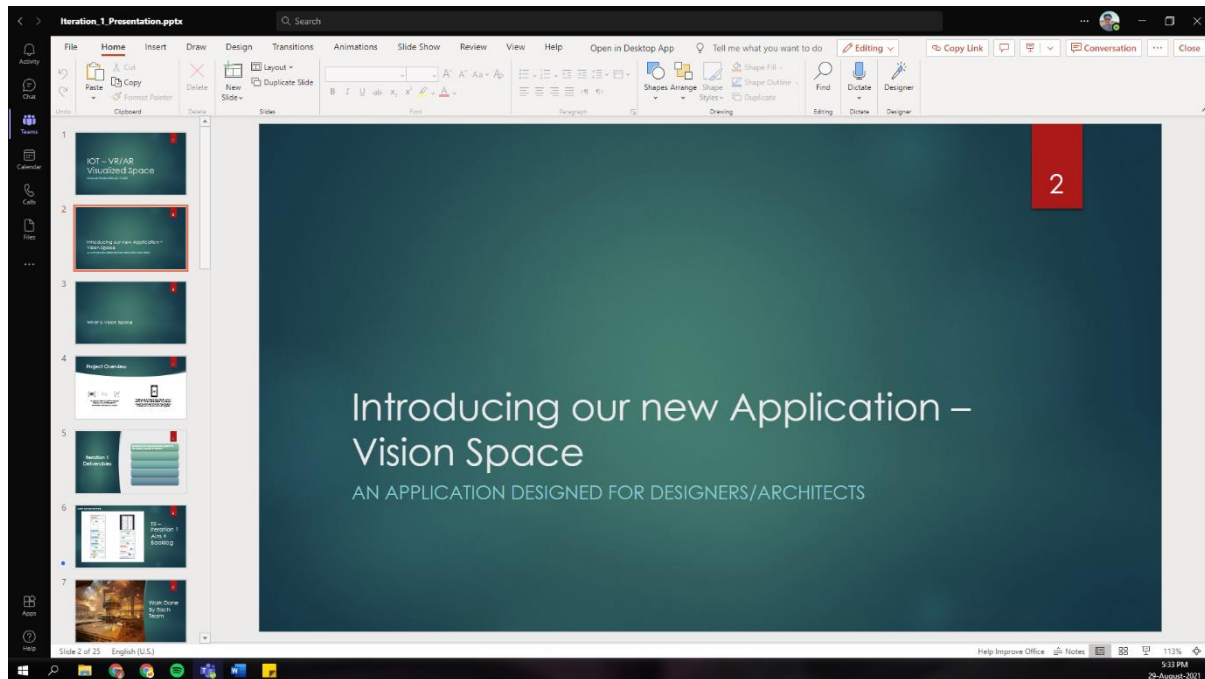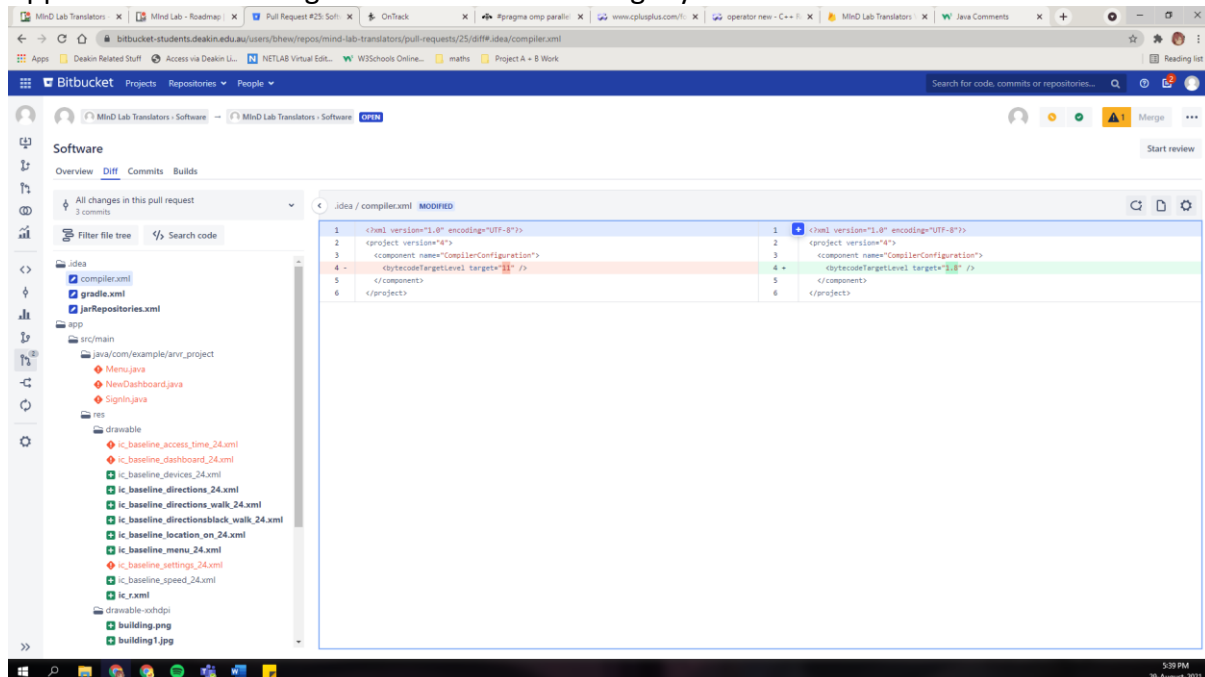(Addressed + changed with new project)

Implement the changes for the next Project

Presentation - Dhananjay - Panel Board
- A heads up for the HD discussion, go more indepth into the impact of that work and why it was significant rather than what you did. - (Work in progress)

Trello Board - Shaun and Imali - Academic Mentors
- Needs to be readable from a third party perspective (Addressed)
(Put yourself in the shoes of an outsider looking into the project Trello Board)

- Make sure that no matter what task you are working on, whether it be documentation or coding tasks to doing something quite small, Record it in the trello board and put comments as proof of completion (Addressed)

Appendix 10.1 – Fixing up Alan's Android Studio and found an issue never seen before by the squad

| Zekun Liu (Alan) | 22/08/2021 | 120 | Squad Meeting | Victoria Bryan and Fazi to help me (Troubleshooting my andorid studio to get emulators and running. |

Appendix 10.2 – Mentoring session on how to write a Retrospective which was hosted over the studio session

BRYAN HEW 24-August 6:23 pm
Junior Retrospective Writing Session
Hey MInD Lab Translators, I'm thinking of hosting Retrospective session for the juniors either tomorrow if not, then during our studio session. Could i get a reply from the juniors whether they want to do this sometime tomorrow or during the studio session. This can also apply to seniors who may want some tips to write a retrospective too! - feel free to send me your retrospectives for feedback. I don't mind giving feedback!

There are two new files added as well:
- Iteration_2_Presentation - Due this Sunday alongside the Retrospective
- VR_AR_MInDLab_Project_Wiki
    - This is the WIKI for the project, currently i am working on this, everyone else will be focused on contributing to the actual project. however, after completing your assigned task, i will allocate some room for you to input your tasks and explain what it does.

Current thoughts are for this trimester to be focused on creating a usable application then reaching the data collection stage for the next trimester. As we have started this project in iteration 1 of this Trimester we have lost a lot of time at the beginning to finalizing the Smart Care app. I will be relaying this information to the project owner sometime this week!

ZIFENG WANG, HAOYANG YU, ZEKUN LIU and BOYANG WANG please let me know whether you want the Retrospective Session to be run tomorrow or on Thursday during the studio session. This first retrospective is the hardest one to write and being here for this session is vital for your success in this unit. Just reply here to let me know.

Thanks

See less

2 replies from ZEKUN and ZIFENG

BOYANG WANG 25-August 1:05 am
Thursday morning is better

Reply