



SIT378/SIT764

Team Project (B)

Learning Summary Report

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Self-Assessment Details

The following checklists provide an overview of my self-assessment for this unit.

	Pass (P)	Credit (C)	Distinction (D)	High Distinction (HD)
Self-Assessment				✓

Self-Assessment Statement

Declaration

I declare that this portfolio presents my individual contributions to the outcomes achieved by my Squad as well as my personal submissions. I have not copied from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part of this submission been written for me by another person.

Signature: **Wui Hau Hew**

Part 1: Reflection on completed project work

This portfolio document includes work throughout the Trimester that has met all assessment criteria for SIT374/SIT764 to a HD level

	Criteria	Grade claimed	Supporting arguments	Supporting evidence (refer to appendix if needed)
Basic	Professional Behaviour	D	Throughout the Trimester of Project(B) I have been able to maintain a Distinction grade for this criterion by: <ul style="list-style-type: none"> - Presenting myself in a professional, respective and positive manner - Maintained the use of inclusive language throughout the trimester and checked up on all members so that they feel valued and aren't left out. 	Refer to the Professional Behaviour Folder (Link Provided Below)
		D	As Project Leader it is vital that I am up to date with everyone's progress and that I am also completing my set tasks so that I cause no impediments towards my team. I have been able to do that by: <ul style="list-style-type: none"> - Complete my Code Reviews every Tuesday and Friday Evenings so that the Project can get updated and progress towards completion - Meetings with the Squad members so that I can understand any code that I don't recognize which helps my understanding in code and also provides an opportunity for squad members to do some mentoring. - Completed Project planning by set deadlines and also allocating tasks to seniors and junior members so that project progress can be at the beginning stages of the project. 	
	Accountability (Worklogs)	D	At the end of the Trimester I have been able to satisfy the required 120 hours for the HD grade I am aiming for. I have gone above and beyond the 120 hours and am currently sitting on about 145 hours as of the 3 rd October	Refer to the Accountability Folder (Link Provided Below)
	Attendance	D	To date, I have attended all required studio sessions and have also been apart of most of the optional meetings set by the other squad members	Attendance is shown in all recorded sessions.
	Engagement	D	Throughout the Trimester, I have been engaged in almost all aspects of the project. As the Project Lead I have made myself available to the squad and have been able to provide assistance to all members of the squad. I have been actively communicating and engaging conversations and also leading each of the Studio sessions.	Refer to the Engagement Folder (Link Provided Below)
Core	Communication	HD	For the Communication Criterion, I believe I have been able to achieve and maintain the HD grade as I have been able to constantly keep in touch with all members of the squad alongside have been communicating with the Project Owner Angad Nayyar for most of the trimester by being able to meet with them every 1 – 2 weeks to show project progress or ask questions about the project. I have also been	Refer to the Communication Folder (Link Provided Below)

			<p>the main presenter in the Panel Presentations as shown in each of the iteration presentations and talk about the context and the background information of the project. During these Panel Presentations I have also been required to pitch why I deserve the HD mark to the Panel Board members.</p> <p>Lastly, I have also communicated closely with the Academic Mentors and have notified them with any issues I am facing in the squad and look to them for guidance. For these reasons above I believe I deserve the HD grade.</p>	
	Teamwork	D	<p>As I have taken the role of Squad Leader in this trimester, I have been working closely with almost all members of the squad and have been able to be of assistance to them and help them complete their tasks. The main task I have been working on alongside Faiz was on saving Data to the Database. As I have worked on saving data and extracting data in the form of images last trimester, it only makes sense for me to assist Faiz in this case. We then ran into the issue of data validation which unfortunately we have not been able to resolve. I have been given countless opportunities to assist others in the form of mentoring sessions which have been hosted within the studio sessions. Some of these sessions include how to write up a retrospective, how to save data to the database.</p>	Refer to the Teamwork Folder (Link Provided Below)
	Process	D	<p>I believe I have been able to achieve and maintain a D grade for this criteria as I have been able to:</p> <ul style="list-style-type: none"> - Update the Trello board and provide cards with comments to update all stakeholders in the project. - I have been able to work on my worklog saved hours and have currently been able to satisfy the 120 required hours for Credit or above Grades. I am now currently sitting at 145 Hours as of the 3rd of October 	Refer to the Process Folder (Link Provided Below)
	Product	D	<p>Throughout the trimesters, I have been able to complete all my set tasks and stick to a strict schedule I have set for myself during the Trimester. I have ensured that most of the time I have been able to complete my code reviews every Tuesdays and Fridays alongside posting squad members progress through Power BI visualisations every Sunday so that it doesn't hinder project progress.</p> <p>As Faiz and I currently are unable to finish/been identify the issue causing the unique issue of only some devices/accounts able to be created, Faiz and I will be documenting all known issues and how to solve it and ensuring that this issue is made known for the next iteration leaders/Squad members.</p>	Refer to the Product Folder (Link Provided Below)
		D	<p>During these code review sessions, I ensured that all code was written to a professional set standard where I expect comments to be written documenting or describing what certain code does. This is beneficial to all stakeholders in the project as I want to be able to make the code readable to</p>	

			members who may not come from a coding background, or have an idea of what a certain line of code will do. I have also written up most of the Project Wiki documenting the context and the overall project and this will be passed down to future juniors and members to read and understand the project.	
	IT Skills	D	The MInD Lab Translators Project: Vision space complements my degree in Computer Science as I have been able to use my skills obtained in classes such as Object Oriented Programming, Distributed and Concurrent Programming which has been able to teach me more coding concepts and also teach me new ways to approach problems during the code review sessions or helping other members with their tasks. I would say, thanks to these subjects, I have been able to successfully conduct my code reviews to the highest possible quality that I can achieve.	Refer to the IT Skills Folder (Link Provided Below)
Advanced	Self-Awareness	D	<p>After the completion of all iterations this trimester, I can say for sure that for each iteration that has passed, I have been able to see some personal development and also seen an improvement in leadership and communication skill.</p> <p>I will admit, the beginning of the trimester had a rough start however, after finishing iteration 0 and moving into iteration 1, I had been able to plan out in advanced the more important tasks and learnt how to prioritise tasks over another.</p> <p>Throughout my time as the project leader another skill I have been able to identify and develop is conflict/people management. As this Trimester had a few ups and downs in regards to communication I believe I have taken all the necessary steps required to handle the situation professionally and as respectfully as possible. With the guide of the Academic Mentors</p>	Refer to the Self-Awareness Folder (Link Provided Below)
	Project Management	HD	<p>As project leader I have been allocated to do multiple tasks which assist in project progression. These include: Gantt chart task planning, Task Creation, Task Allocation, Mentoring sessions, Code Review, and lastly Power Bi creation. These set tasks have allowed me to manage the project and I believe has allowed me to successfully play a vital role in this project.</p> <p>During the last 3-4 weeks of the trimester, I have spoken to the seniors about who was the right person to lead the project in the next trimester and have decided in the best interests of project continuity that having two leaders might be better than 1 project lead due to work load. I have Selected Nick and Frank to take this position, to which they have agreed to take the position and therefore will need to be upskilled during the last week of the iteration.</p>	Refer to the Project Management Folder (Link Provided Below)

	Mentoring	HD	Throughout the trimester, I have been able to provide multiple mentoring sessions to both juniors and seniors. To the juniors I have been able to present and show them the basics on how to write a retrospective. Regarding senior mentoring opportunities, I have been able to mentor both Mahir and Faiz. In iteration 0, I was able to mentor Mahir on how to create new activity intents. I have been able to Mentor Faiz in Database data linkage as I have had experience dealing with saving images to the database and reading data and extracting data to display on the mobile application in the previous Trimester. For these reasons I believe I have been able to achieve and maintain my Distinction grade for Mentoring.	Refer to the Mentoring Project Management Folder (Link Provided Below)
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Link to Appendices:

https://teams.microsoft.com/_#/school/files/MInD%20Lab%20Translators?threadId=19%3A3a7e166678e44af8aa84f70ca2c6fb68%40thread.tacv2&ctx=channel&context=Bryan%2520Hew&rootfolder=%252Fsites%252FDeakinResearchTechTranslators%252FShared%2520Documents%252FMInD%2520Lab%2520Translators%252FT2-2021%252FEvidence%2520Documents%252FBryan%2520Hew

Provide a *succinct justification* for why you should receive the above grade. Write this for the assessment panel – tell them why you deserve this grade.

I believe that I have been able to achieve and maintained my High Distinction grade for my Communication, Project Management and even Mentoring capabilities as shown in the evidence folders and also in the iteration retrospectives. As I was Allocated the position of Squad Lead I believe I have been able to meet and even surpass the set expectations set by both the squad, mentors and the panel board members. From my hard work and dedication, I believe that the squad can recognize how dedicated I have been towards each of them and also the project as a whole and it is time to pass the knowledge gained to the next project leads Frank and Nick.

I have been really lucky to have Shaun Bangay and Imali Dias as the Squads Academic Mentor as they have provided such constructive and informative feedback regarding all sorts of aspects of the project like the Trello Planning Board and how to approach certain issues which the squad has faced during the trimester.

Part 2: Meeting of Unit Learning Outcomes (ULOs)

	These are the Learning Outcomes (ULO) for this Unit. At the completion of this Unit successful students can:	Deakin Graduate Learning Outcomes
ULO1	Apply professional practice, including active and consistent participation, effective communication contribution of technical expertise, and adherence to ethical codes of conduct as a member of an Information Technology project team.	GLO1: Discipline-specific knowledge and capabilities GLO2: Communication GLO3: Digital literacy GLO7: Teamwork GLO8: Global citizenship
ULO2	Demonstrate knowledge and application of techniques to define scope, break down tasks, estimate effort, manage risks, and schedule resources in the planning of a project.	GLO1: Discipline-specific knowledge and capabilities GLO4: Critical thinking GLO5: Problem solving
ULO3	Apply contemporary Information Technology methods tools and techniques by contributing to project artefacts that meet project and stakeholders' needs.	GLO1: Discipline-specific knowledge and capabilities GLO3: Digital literacy GLO5: Problem solving GLO7: Teamwork
ULO4	Conduct, and report on, an analysis of aspects relevant to their studied discipline area within an Information Technology project and discuss implications for project directions.	GLO1: Discipline-specific knowledge and capabilities GLO2: Communication GLO4: Critical thinking
ULO5	Reflect on, and take responsibility for their own learning, manage their own time and processes by reviewing personal performance as a means of managing continuing professional development.	GLO6: Self-management GLO8: Global citizenship

ULO1: I have been able to apply professional practices throughout the trimester as demonstrated in part 1 of the document. The fields related and demonstrated in the table includes IT Skills, Product, Communication and Professional Behaviour. I have been able to demonstrate the following by completing the squad's code review sessions, leading most discussions in studio sessions and also ensuring that all members of the squad feel welcome and safe within the discussion space.

ULO2: This Learning outcome has been demonstrated under Project Management in part 1 of the document. As the Project Lead for the squad, a lot of my duties/tasks throughout the trimester was iteration and task planning. I have been able to use project management tools like Gantt Project, Trello Board and Power Bi to track project and squad progression. As squad leader, leading a diverse group of people brings different challenges and ensuring that all members feel included and welcome is vital for morale boosting.

ULO3: I have been able to apply my skills and knowledge attained throughout my course of Computer Science in the code review session and also in mentoring sessions where I assist other squad members. Throughout this trimester, in the code review sessions, I test and cover new code entries and ensure that they are of a professional standard and that I can be somewhat understood to stakeholders with little to no programming knowledge. I have also presented in the iteration presentations to present the progress of the project to Mentors and Academic Mentors, the recordings have also been sent to the project owner.

ULO4: As stated above, as I am currently in my 3rd year in my Bachelors degree in Computer Science, I have been able to transfer some knowledge from coding units like Introduction to Programming, Object Oriented Programming and Concurrent and Distributed Programming to this project. As I was originally in the hardware team, however, due to COVID 19, the hardware became another software team, I had worked on backend development for Trimester 1 of 2021. However, moving over to Trimester 2, more of my contributions came from Code Review, Code testing, project management and mentoring. I have been able to uphold the same standards as expected from some of those programming units in this project. E.g. code in those subjects expect comments to explain what certain parts do.

ULO5: This learning outcome is the assessment of my own self-awareness and more can be read in part 1. I believe I have achieved a distinction level as seen in all my retrospectives. I think I have been able to identify both my strengths and weaknesses. Throughout the iterations this trimester I have been able develop leadership and also conflict resolution skills through facing different scenarios and just learning over time through feedback provided by the mentors and Panel board members. I think another skill I was able to develop throughout the trimester was also flexibility and adaptability as we had to transition from one project to another from iteration 0 to iteration 1. That required a lot of planning and last minute decision making as the change was so sudden, also learning how to prioritise certain tasks as they come was vital to the project success, and I believe that I handled that situation to the best of my ability.

Part 3: Lessons Learnt - Individual

The most important things I learnt:

Throughout my time as Squad Leader, I have learnt a lot of things. I have been able to develop my, Problem solving, Leadership, Time Management skills during this trimester. Alongside development of skills, I have also been able to learn how to successfully plan out a project from scratch by using Trello Board cards, Power BI and Gantt Charts. Due to the things stated above I believe I have been able to lead the team successfully and have done great work over the trimester despite the hardships encountered

I feel I learnt these topics, concepts, and/or tools really well:

From project(A) where I just started working on Java and Android Studio, I now feel really comfortable developing work on those platforms using the Java mark up language. I feel like I have developed skills such as Leadership, Conflict Resolution and Time Management which are desired in the workforce today. I was also able to learn about the linking process between the database and the mobile application itself. However, this is something I still need to look at later on if I decide to work as a backend developer.

I found the following topics particularly challenging:

One of the more challenging tasks I believe I have faced throughout this trimester was the issue with the database and data saving. Despite working on the database and saving images and then extracting the image from the database from the Smart Care Application, Faiz and I have worked hours on end on trying to identify a fix on why only certain people are able to create an account for Vision Space. However, moving forward, Faiz and I will be passing on our knowledge and creating documents to identify common errors and fixes for these errors. Alongside, just pointing out known errors with no fixes.

I found the following aspects particularly interesting:

One very surprising thing that I learnt about myself early in the trimester was my ability to deal with stressful situations. For example, the beginning of the trimester during the transition from Smart Care to Vision Space, and nothing was really going right, I was able to swiftly prioritise tasks and deal with the matter methodically and calmly as well without overdoing myself.

I still need to work on the following areas:

Later on in the year, I will be completing my internship and completing this capstone unit has definitely prepared me in some aspects and has given me some things to expect when I begin the internship. There is always room for improvement, I will continue to further develop my leadership and coding skills down the line when I get more opportunities and experiences after university.

The things that helped me most were:

I would say, the things that has helped me the most throughout the trimester, was definitely the Seniors and Mentors alongside me and my journey as a Squad Leader. They have done so much for me and have been able to take of a mountain load of work off my shoulders and have been able to provide such constructive feedback on how to effectively lead a squad.

If I did the project unit again, I would do the following things differently:

If I was able to redo project(B) again, one of the first things I would do differently would be to begin the scouting process for new juniors immediately and also preparing all members of the squad to get back into the groove of working in a capstone unit again after the break to start almost immediately.

I would also attempt to resolve the communication issues we had faced throughout the iterations in another way as I believe that there are far more better ways to approach these issues.

Other...:

Handover Document + Project Pitch Video:

https://teams.microsoft.com/_#/school/files/MInD%20Lab%20Translators?threadId=19%3A3a7e166678e44af8aa84f70ca2c6fb68%40thread.tacv2&ctx=channel&context=Handover%2520Documents&rootfolder=%252Fsites%252FDeakinResearchTechTranslators%252FShared%2520Documents%252FMInD%2520Lab%2520Translators%252FT2-2021%252FHandover%2520Documents