		Grade		Supporting		
	Criteria	claimed	Supporting arguments	-		
	0.1101.10		From the start of the	аррения и песиси)		
			iteration, I believe I have			
			satisfied the distinction			
			grade as the Project Lead			
			as I have:			
			Maintained a professional			
			yet positive mindset which			
			was able to maintain or			
			even boost the morale of			
			the squad.			
			Kept in touch with all			
			members to see how they			
			are progressing within the			
	Professional		project. Within the Squad			
	Behaviour		meetings and in the group			
			chats, I have used inclusive			
			language and have			
			provided opportunities for			
Basic			all members to contribute			
245.5			to the project and			
		D	conversation.	Appendix 1.1		
			As the project lead, I have			
			been busy working on			
			admin stuff and starting up			
			the project again. I have			
			also been in contact with			
			all members within the squad to check up on their			
			progress and help when			
		D	needed.	Annendiy 1 1		
		D needed.  As of the 1 August 2021, I				
			have logged a total of 37			
			hours in the project.	Appendix 1.1  Appendix 1.1		
			Currently I am aiming for a			
	Accountability		HD grade which requires			
	(Worklogs)		about 150 + hours of work			
			over the trimester. To			
			obtain that I need to			
			maintain about 11 hours a			
		D	week from now on.	Appendix 2.1		

	Γ	1	<b>-</b> 1 1	1
			Throughout iteration 0, I	
			have currently got a 100%	
Atten	dance		attendance record now	Recorded
7.0001	idanee		and have been actively	Sessions show
			engaged within the squad	attendance in
		D	meetings	the meetings
			Throughout iteration 0 I	
			have been actively	
			engaged within the project	
			to meet the expectations	
			of the other seniors and	
			Juniors they have of me as	
			the project lead. I have	
			made myself available	
			almost every day and am	
			ready to assist the team	
			whenever they are having	
			problems with their tasks.	
			Since the start of iteration	
			0 and the trimester, I have	
			been scheduling all the	
			studio meetings alongside	
			communicating with the	
			Product owner scheduling	
			meetings with them.	
Engag	gement			
			I have run sessions for	
			juniors to help them upskill	
			in Bit bucket and provided	
			a tutorial on how to use	
			the current tech stack of	
			Bit Bucket and Android	
			Studio. Additional sessions	
			are planned later to	
			further assist the juniors	
			I Have displayed	
			commitment to the project	
			by taking on the project	
			lead role. As the leader I	
			have been leading the	
			project discussions and	
			taking feedback given from	
			academic mentors and	Appendix 1.1
			applying that feedback	Appendix 3.1
		D	within the project to	Appendix 3.2

			Callerada I	
			further develop + improve	
			the project planning and	
			execution.	
			To date have been active	
			within all studio sessions	
			which can be seen within	
			the attendance potion of	
			the retrospective. Within	
			these studio sessions I	
			have been able to lead	
			discussions and plan out all	
			current meetings to date.	
			current incettings to date.	
			One of my tasks as project	
			leader as of this iteration	
			was to interview potential	
			juniors who may be fit to	
			join the project. This	
			required me to spend	
			some time to plan out	
			what sort of questions I	
			needed to ask the	
			interviewee. As a result of	
			this planning, I was able to	
Core	Communication		sort out candidates and	
Core	Communication		find people who were	
			really invested with our	
			project.	
			Early in the iteration, I	
			have been able to get in	
			touch with the previous	
			project owner Dr Rui Wang	
			which has allocated a new	
			person as the Project	
			owner for the trimester.	
			Which has led me to	
			communicating to Angad	
			Nayyar and keeping in	
			touch with them. So far,	
			we have had one meeting	
			with Angad and I have	
			presented the current	
			state of the project with	Appendix 1.1
			him. He seemed happy	Appendix 3.2
			• • •	
			with how the project was	Appendix 4.1
		HD	progressing and was happy	Appendix 4.2

T	T	T	
		with the end goal of	
		expanding to smartwatch	
		development.	
		There was some	
		miscommunication	
		between the Previous	
		project owner and the	
		current one which has	
		hindered our iteration	
		planning process however	
		a meeting with both Rui	
		and Angad is scheduled	
		soon to iron out the	
		problem at hand.	
		Throughout iteration 0, I	
		have been conducting	
		code reviews every	
		Tuesdays and Fridays to	
		check out any new pull	
		requests and tasks finished	
		by the squad. There was	
		some issue with some back	
		buttons not working within	
		the application. So, when I	
		checked it out, it turns out	
Teamwork		that the back-end code	
- Cammon N		had not been completed	
		yet, which a mentoring	
		session of back button	
		coding arose. With help	
		from Mahir from the	
		software team and Phillip	
		in design we were able to	
		sort out the back button	
		issues quickly and have	
		completed that task from	
	HD	the T1 2021 backlog.	Appendix 5.1
	טוו		whhelinix 2.1
		In iteration 0, I have been	
		maintaining the set	
		procedures set by the	
Dragge		academic mentors and the	
Process		unit chairs. Within our	
		studio sessions on	Ammandt 2.4
		Thursdays with Shaun and	Appendix 2.1
		Imali we begin with a	Appendix 6.1
	D	stand-up session where all	Appendix 6.2

members within the squad present what has been completed since the previous week alongside demonstrate any new additions to the project to keep him updated alongside to notify him on how the squad is progressing with the project.  The Trello board is constantly being updated with comments from all members within the squad to not only keep me updated on progress but also any third-party stakeholders within the project. Thanks to some valuable feedback from our Academic Mentors Shaun and Imali, we have been Working on revamping the Trello to be more informative to third party viewers like themselves.  Throughout the iteration, I am constantly keeping the worklog updated as soon as I am finished working on a task at hand so that the worklog is constantly up to date with what I have		1		
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worklog is constantly up to date with what I have				
date with what I have				
			, , ,	
مملك مناطعات المملمات والمناسون				
completed within the			I -	
iteration.				
Within this iteration, I have			·	
been mainly focused more			·	
on the admin side of the				
Product project which involved	Product		' -	A 1' - 7 4
getting the Revamping the Appendix 7.1			1	= =
Trello board and making Appendix 7.2				
the PowerBI graphs to Appendix 7.3		_	<u> </u>	
D measure the progress of Appendix 8.1		D	measure the progress of	Appendix 8.1

	1			
			members within the squad	
			and their contribution to	
			the project. Alongside this I	
			have been code testing for	
			the squad and ensuring	
			that the quality is of a high	
			standard. Other than that,	
			I have been more focused	
			on easing the juniors into	
			the project alongside bug	
			fixing within the	
			application. There was an	
			issue with a button which	
			was calling a method	
			incorrectly which resulted	
			in the application crashing.	
			I was able to find the error	
			and fix the issue.	
			Currently in the process of	
			creating and structuring	
			the presentation slides	
			which will be presented	
			next week in the panel	
			presentation. I will be	
			presenting most of it to the	
			panel presentations	
			however, the respective	
			parts within the different	
			sub teams will be spoken	
			by the seniors/juniors	
			themselves. This then gives	
			other members within the	
			squad an opportunity to	
			contribute to the	
		D	presentation orally	
		·	As I am currently in my	
			third year of my bachelor's	
			degree in computer	
			science, the course	
			requires core units like	
	IT 61 '''		introduction to	
	IT Skills		Programming and Object-	
			oriented programming to	
			teach me the basics of C#, I	
			have been able to apply	
			the knowledge gained	Appendix 5.1
		D	from those units and apply	Appendix 8.1
<u> </u>	l	<u> </u>	Tom those units and apply	Appendix 0.1

	T	Т		<del> </del>
			it to the Java markup	
			language as well. By using	
			these skills attained from	
			these units, they have	
			helped me complete code	
			reviews alongside bug fixing and code testing	
			during my review sessions.	
			during my review sessions.	
			I am also learning new	
			features within the	
			Android studio platform.	
			For example, I just recently	
			found out that there was a	
			ToDo line of code which	
			saves a line of code and a	
			comment to the bottom of	
			android studio which	
			instantly takes you to the location of the comment	
			Compared to Last	
			trimester, coding in Java	
			feels natural now and have	
			gotten used to coding in	
			the language, however, I	
			am still upskilling in certain	
			parts of java to further	
			improve my understanding	
			and how to code more	
			efficiently. Currently using	
			w3schools to learn the	
			language.	
Advanced	   Self-Awareness		Since I was appointed as	
Auvanceu	Sell Awareness		the squad leader for this	
			trimester, I must admit	
			was slow to start the	
			project at the start of the	
			trimester, however, during	
			about mid-week 2 I got	
			into the groove of things	
			and started paying more	
			attention to the Teams and	
			aiding those in need. I have opened my schedule to	
			allow time for my squad	
		D	mates and hopefully ease	Appendix 9.1
	1		mates and hoperally case	Appendix 3.1

		and further develop my	
		communication,	
		leadership, and teamwork	
		skills along the way.	
		As the Project lead, I work	
		closely with the squad	
		alongside the Project	
		owner to ensure that their	
		desired deliverables are	
		achieved along-side	
		providing updates on the	
		project and its progress. I	
		have been delegating tasks	
		within the squad. Majority	
		of the squad is currently	
		working on the last	
		trimesters backlog until we	
		get further word from both	
		the previous project owner	
		Rui Wang and the current	
		Project Owner Angad	
		Nayyar. I have also been	
		altering the Trello board as	
		it wasn't doing a good job	
		explaining what we were	
Project		planning to achieve within	
Management		the iteration and sprints.	
		Thanks to Imali and Shaun,	
		they have provided really	
		good feedback and have	
		allowed us to revamp the	
		Trello board to be more	
		meaningful to third party	
		stakeholders.	
		stakenorders.	
		I have also been able to	
		interview people who were	
		interested in the project;	
		however, none were	
		selected due to time	
		constraints and open	
		selection filled our slots	
		quite quickly. Within these	
		interviews I ask questions	Appendix 10.1
		like what the interviewee	Appendix 10.1 Appendix 10.2
			• •
	_	wanted to get out of the	Appendix 10.3
	D	unit, what is their current	Appendix 10.4

T		T	
		target grade, and lastly	
		their experience with the	
		tech stack of Android	
		studio and also Google	
		Firebase	
		Currently I've had two	
		opportunities to do some	
		mentoring. First was with	
		Mahir. Whilst code testing,	
		I found out that the back	
		buttons were not	
		functioning at all. So, I	
		mentored Mahir on his	
		task on creating these back	
		buttons and how to make	
		them functional within the	
		application. This has	
		allowed him to successfully	
		implement the feature into	
		the project and has	
		finished the first backlog	
		task of adding the final	
		back buttons to the	
		project.	
		project.	
		The other apportunity I	
Mentoring		The other opportunity I	
		had was mentoring the	
		juniors on how to use	
		Android studio and Bit	
		Bucket. I hosted a session	
		for all squad members and	
		ran the juniors through	
		how to use bit bucket and	
		android studio which will	
		allow them to complete	
		tasks in the future. In this	
		session, went through how	
		to successfully commit and	
		push changes, how to	
		review commits, send	
		pushes, how to view the	
		activity on the repositories	
		1 -	
		all on bit bucket. By	
		mentoring the juniors on	
		Bit Bucket and Android	
		studio early in the	Appendix 5.1
	HD	iterations, it allows them	Appendix 11.1

	to get assigned tasks as	
	soon as possible and start	
	contributing to the project.	

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

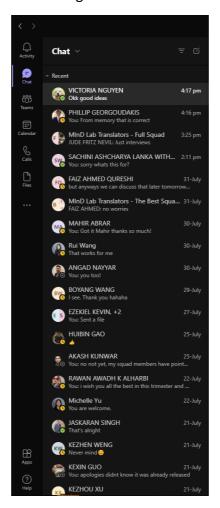
[provide a detailed plan for your <u>individual tasks</u> for the next iteration and put them <u>into context of the overall aims</u> of your project.]

Over the next iteration, my current goal is to set a clear goal and objectives on what needs to be completed over the trimester. Currently need to sort out the mis-communication issue between Dr Rui Wang (previous project owner) and current project owner Angad Nayyar.

As of the current moment the objective of the next iteration is to begin development on smart watches until further notice. However, once the project owners sort out the issue with me in the next meeting, the deliverables are sure to change to adapt to the needs of the owner.

By the end of the trimester, the big goal we currently have in mind is downloading the application onto a physical smart phone device. By doing this, additional deliverables may arise from UI/UX testing with external stakeholders to fine tune the product in the future

Appendix 1.1 – Chat History – Maintaining contact with stakeholders in the project.



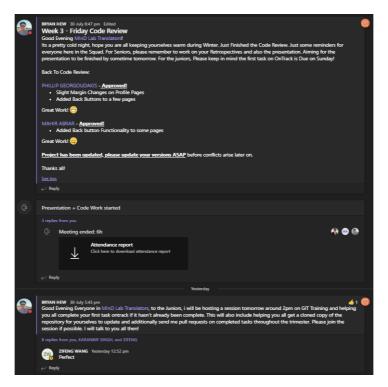
Appendix 2.1 – Worklogs – up to date as of 1/07/2021

Student Name	Ţ	Date of Activity	Duration (Minutes)	¥	Activity Type	¥	Short Description    T
Bryan Hew		14/07/2021	120		Scheduled Class		Week 1 Scheduled Class
Bryan Hew		16/07/2021	60		Squad Meeting		Organising times with Seniors
Bryan Hew		19/07/2021	30		Other		Interview Prep
Bryan Hew		20/07/2021	120		Other		Additional Interview Prep + Interviews + Project Setups
Bryan Hew		21/07/2021	120		Scheduled Class		Week 2 Class
Bryan Hew		22/07/2021	120		Squad Meeting		Week 2 Meeting
Bryan Hew		22/07/2021	120		Squad Meeting		Week 2 Meeting
Bryan Hew		25/07/2021	20		Other		Quick Meeting with Faiz to Discuss his task
Bryan Hew		25/07/2021	90		Other		Working on PowerBi
Bryan Hew		26/07/2021	60		Other		Creating Tasks for Juniors and Further tinkering with PowerBI
Bryan Hew		27/07/2021	120		Contribution		Code Review Session
Bryan Hew		28/07/2021	120		Scheduled Class		Week 3 Class
Bryan Hew		28/07/2021	120		Contribution		Started preparation for Iteration 0 - Presentation (Slides) + Planning for Studio Session
Bryan Hew		29/07/2021	120		Squad Meeting		Week 3 Meeting
Bryan Hew		29/07/2021	120		Squad Meeting		Week 3 Meeting
Bryan Hew		30/07/2021	180		Contribution		Code Review
Bryan Hew		30/07/2021	60		Contribution		Code Review
Bryan Hew		30/07/2021	120		Contribution		Working on Presentation
Bryan Hew		31/07/2021	30		Montoring		Helping Victoria with her task and troubleshooting her issues with the emulators
Bryan Hew		31/07/2021	60		Montoring		Mentoring the Juniors about how to use Android Studio and Bit Bucket
Bryan Hew		31/07/2021	60		Contribution		Additional Testing to find fixes for Victoria's Code
Bryan Hew		31/07/2021	180		Contribution		Working on the Retrospective
Bryan Hew		1/08/2021	120		Contribution		Working on Retrospective 0

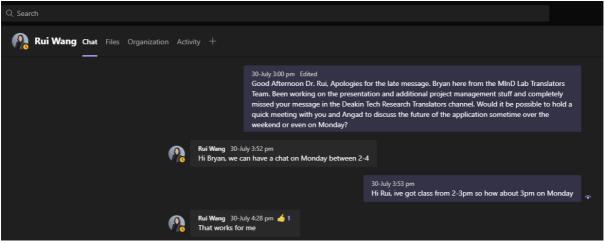
Appendix 3.1 – Completed Tasks throughout the iteration

Team Member	Junior / Senior	Major Contribution	Hours Recorded
Bryan Hew - HD	Senior	- Planned out tasks to commence in iteration 0 with Seniors - Allocated tasks to each member - Hosting all meetings - Reached out to both the new project owner and the previous project owner to meet and present deliverables - Meeting with Product owner to discuss deliverables - Code testing for team members Inducted Juniors into the Project - Interviewed specialized people who might be fit to become a junior in the project Sorted out the Trello Board	37 Hours

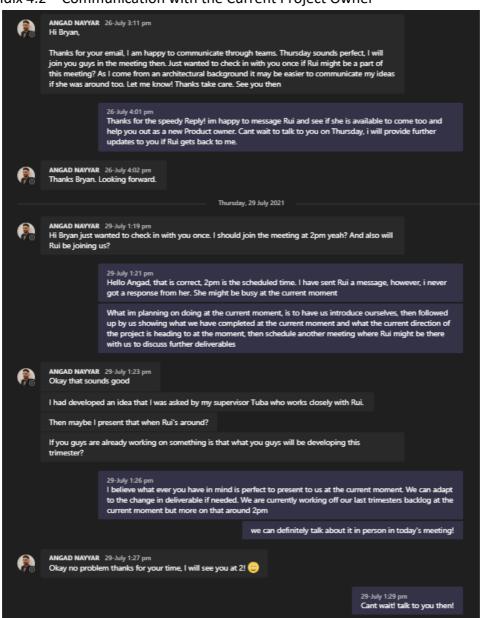
Appendix 3.2 – Actively Engaged in the Project – Providing constant reminders/updates on the project to the team through code reviews and posts



Appendix 4.1 - Communication with Previous Project Owner



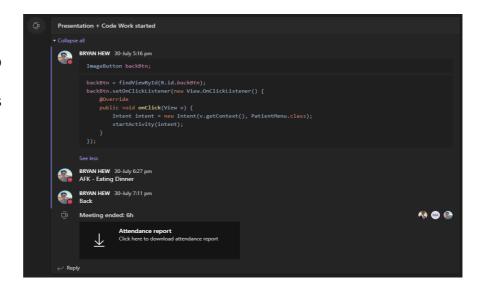
Appendix 4.2 – Communication with the Current Project Owner



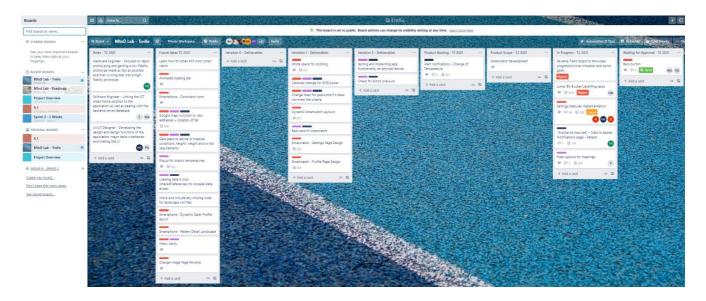
Presentation + Code Work started (i) Meeting ended: 6h 🦚 🧆 🥯 Attendance report Click here to do ← Reply Yesterday BRYAN HEW 30-July 5:43 pm Good Evening Everyone in MInD Lab Translators, to the Juniors, i will be hosting a session tomorrow around 2pm on GIT Training and helping you all complete your first task ontrack if it hasn't already been complete. This will also include helping you all get a cloned copy of the repository for yourselves to update and additionally send me pull requests on completed tasks throughout the trimester. Please join the session if possible. I will talk to you all then! ZIFENG WANG Yesterday 12:52 pm Perfect ← Reply Bit-Bucket Training started 🐵 🧌 🐵 🚱 🥯 (2) Meeting ended: 1h 11m Attendance report Click here to download attendance report ← Reply Today Presentation + Retrospective Touchups Join Presentation + Retrospective Touchups started ∠ Reply

Appendix 4.3 – 100% Attendance in all set meetings + optional meetings

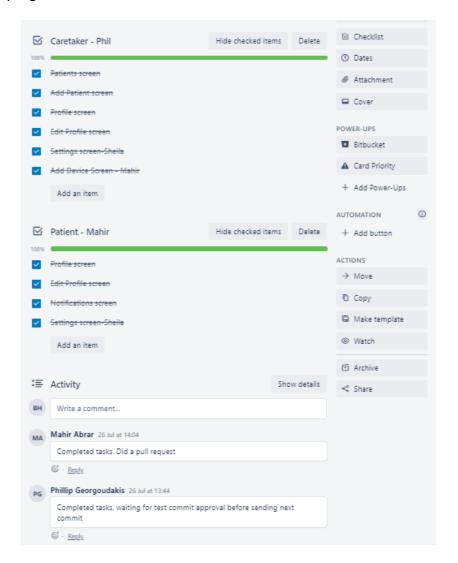
Appendix 5.1 –
Teamwork + Mentoring –
Mentoring Mahir with Phillip
on how to add backend
functionality to back buttons



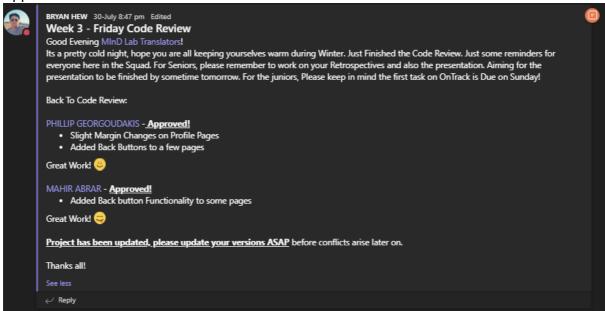
Appendix 6.1 - Process - Trello Board



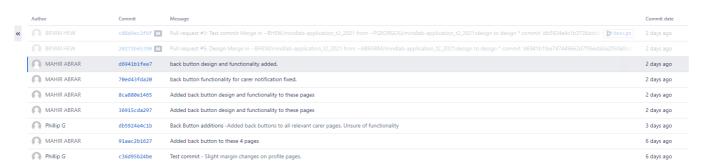
Appendix 6.2 – Process – Team Members keeping Trello board updated and allows me to understand progress within each member



## Appendix 7.1 - Product - Code Review



## Appendix 7.2 – Product – Bitbucket Commits

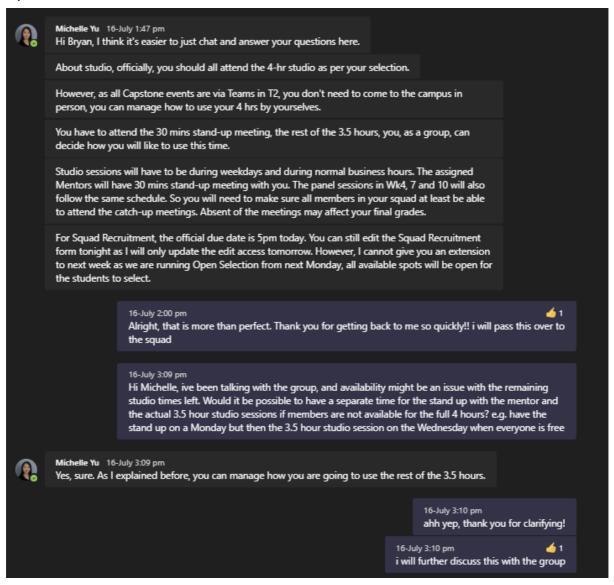




## Appendix 8.1 – IT Skills – Identified the error in the program which caused crashing in code

```
btn = (Button)findViewById(R.id.deleteaccounts);
97 +
             btn = (Button)findViewById(R.id.deleteAccounts);
```

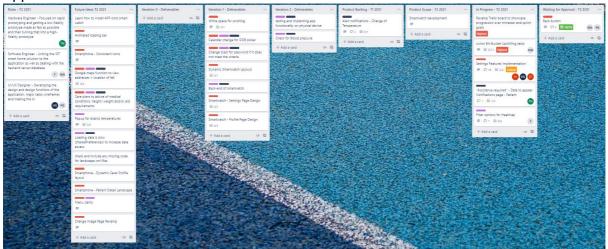
Appendix 9.1 Self Awareness - Week 2 was a little slow with setting up the meeting with the squad



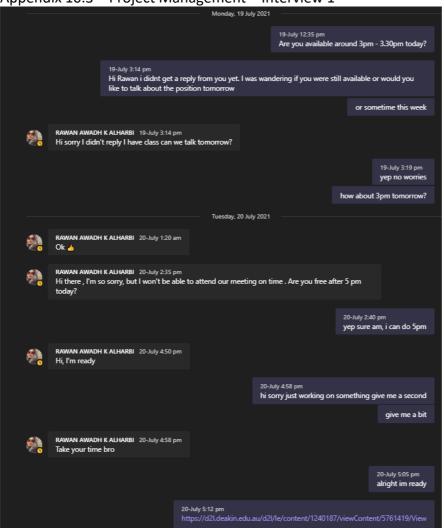
Appendix 10.1 – Trello Board structure Before



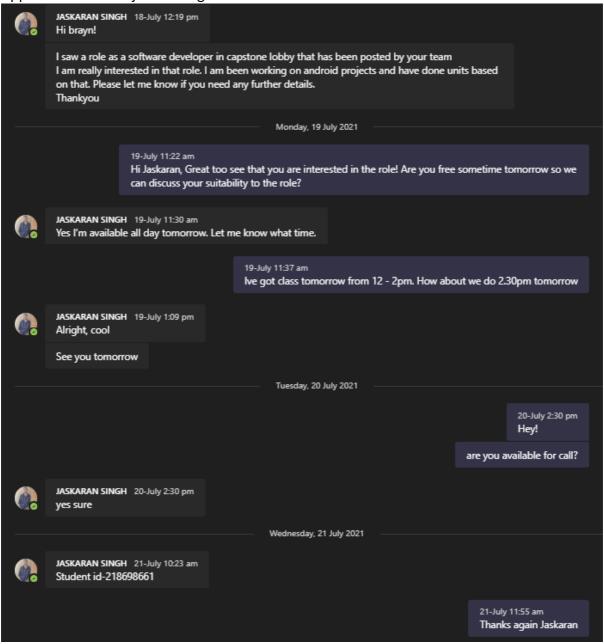
Appendix 10.2 - Trello Board Structure After



Appendix 10.3 - Project Management - Interview 1



Appendix 10.4 - Project Management - Interview 2



Appendix 11.1 - Mentoring Juniors with Bit Bucket

