**Week 6**

Tasks Undertaken

During the online replacement workshop, there was a presentation about the importance of communication in teamwork. I learnt about different communication methods (Interactive, Pull, and Push Communication) and how to use them to communicate with the project stakeholder (i.e. the supervisor).

Next, I learnt about performance reporting, that is documenting the status, progress and forecasts for each action item within a project. I also got exposed to procurement management, which is making the decision to whether obtain a certain resource or service by doing it within the team, or spending budget to purchase it. I was also taught how to differentiate between functional and non-functional requirements, requirement elicitation, and the Requirement Traceability Matrix.

Finally, I learnt that after obtaining the requirements, I need to develop user stories for each requirement, which goes into the product backlog for the purpose of documenting user guides.

In the tutorial, I learnt how to construct the Risk Matrix with Probability against Impact. Over the weekend, I worked together with my team to complete Part 2 of the Project Management Assignment, which is the Mind Map Diagram, the Diagram Report, as well as the Project Schedule Management Report.

Critical Reflections

Having involved in several team-based projects and assignments in the past, I can strongly relate to the examples shown during the workshop about the importance of communication. This is especially true when working with people in different time zones. I need to be careful when to establish communication in a professional environment, because there is a fixed duration of a person’s work schedule, and it is unprofessional to disturb them with work-related issues outside of their working hours.

As the project manager of the team, I will make sure to properly execute the performance reporting of our project, so that every stakeholder has a clear understanding of where the team’s progress is at. For the procurement of resources that the project requires, I will have a discussion with all the stakeholders to determine which are viable to self-sustain, and which are necessary to be purchased.

I had a doubt that what clearly defines a risk in the Risk Matrix, but after clarifying with Ms. Kamala, I now understand that it can be directly addressed and resolved with a solution. Otherwise it is defined as too general, and we need to narrow down the scope of the risk. I will use requirement elicitation to ask for requirements of the project, and also make use of the requirement traceability matrix to note down all of them during the next meeting with my project supervisor.

Assigned Roles/Tasks

I scheduled a meeting with our project supervisor, Dr. Bisan for a professional review of my team’s Mind Map Diagram. I documented the advice given by Dr. Bisan, and with that I completed my delegated tasks of Part 2 of the Project Management Assignment. I also assisted the Quality Assurance person-in-charge, Hong Bo to cross-check our work to make sure that it is error-free.

Accomplishments

My team managed to complete the Mind Map Diagram, its report, as well as the Project Schedule Management report, and submitted within the deadline. We also have a clearer view of what the project’s requirements are after the meeting with our supervisor.

Next Week’s Tasks/Reflections

Since the next assignment is anticipated to be released next week, I will have a meeting with my team members over the weekend to understand the assignment specifications together, and delegate tasks so that we can start working on it next week.

**Week 7**

Tasks Undertaken

In the workshop, I learnt about the aim of software design and its importance. I also learnt about how to perform software design, including identifying structural elements and dynamic elements, top-down vs bottom-up vs top-middle:middle-bottom approaches, and various design representations (e.g. Data Flow Diagrams, UML Diagrams, Prototype, etc.). The workshop wrapped up with a short demonstration of how to resolve blocks throughout the project design process with the use of generative AI.

During the tutorial, I worked together with my team members to create an initial design of our project’s deliverable, which serves as an introduction to software design. We also had a chance to present our design to other fellow unit mates, and had a discussion where we exchanged knowledge with one another.

Following the release of the Project Design Assignment, I had a meeting with my team members to list down all the action items, as well as delegate tasks to ensure fair contribution. I also contacted our project supervisor to schedule a meeting, aiming to discuss the project concept and clarify doubts.

Critical Reflections

Software design is an important phase in a project, because we get to change decisions at an early level of the progression. At this stage, changes can be easily made without much cost or damage, thus minimizing the cost of valuable resources. Its outcome, which is a representation of the project’s requirements, is also crucial for the stakeholders to be able to visualize the deliverable of the project.

Due to the fact that stakeholders maybe be experts in different fields, it may sometimes be hard to communicate through technical terms, especially if there is no common knowledge shared beforehand. This is where the project concept design comes into play by simplifying technical details behind a “black box”, achieving the purpose of establishing common ground among the stakeholders. This is beneficial to the project since the project deliverable can be easily understood and evaluated.

I understand that generative AI is a powerful tool if used correctly. It can serve as a catalyst to learn new knowledge in the most efficient way possible. The school is not banning the use of generative AI, rather it is only prohibiting its use for “lazy” purposes such as completing an assignment without the students’ own contribution. Therefore, I will not resort to AI to help me complete the assignment, but rather leverage it as a tool to help me remove blocks that I face in learning new concepts.

After designing the initial project deliverable and giving a presentation about it, I am more clear-headed about what I know (conscious competence) and don’t know (conscious incompetence) about the project. For the elements that I am conscious that I do not know about, I will seek clarification from my project supervisor, or learn more about it using the generative AI method mentioned above.

Assigned Roles/Tasks

Serving my role as the project manager, I created a meeting minute and listed down the questions that we have prepared for the meeting with our supervisor, Dr. Bisan. I also noted down the tasks that each of the team members are in charge of, and notified them in our group chat. I made sure that everyone is clear with their own tasks and the deadlines.

Our team decided to use a flow chart as our design representation, and create a data analysis report as the submission for the second assignment. Having related knowledge in image processing, I created the initial concept of processing the input in the flow chart, however, there are still several unknowns present, and would require clarification with our project supervisor.

Accomplishments

Our team started on the initial phase of our project’s software design. Although there are many grey areas present within the concept, we have progressed from unconscious incompetence to the stages of conscious competence and conscious incompetence.

Next Week’s Tasks/Reflections

We will need to confirm our concept of the software design is aligned with the requirements of our project supervisor during the meeting. We also need to clarify any doubts that we have, and possibly ask for advice on the representations that we can make for the assignment.

**Week 8**

Tasks Undertaken

At the start of the week, we had a meeting with our project supervisor. We obtained advice from Dr. Bisan on the deliverables of the assignment, which is to create a data flow diagram instead of a data analysis report because it is deemed more applicable in our project’s context. We also agreed to hand in the assignment submission to Dr. Bisan for a review before submitting it on Moodle next week.

During the replacement workshop, I was taught the Model-View-Controller framework, and was shown a few different examples of its application. Gathering feedback from a few teams, the n-tier system however was deemed less relatable to the projects, therefore the material was only given a brief introduction.

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| ID | Requirement | Description | Category | Source | Status | User Acceptance Criteria |
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In the tutorial, we were given a recap on the software development lifecycle, and how the agile project management process is carried out. There was a discussion about the difference between functional requirements and non-functional requirements. I worked with my team to create a basic Requirements Traceability Matrix that contains a few base requirements related to my project using the template:

Over the weekend, we worked on the group assignment together, following the clarified requirements in the meeting. Although we did not manage to fully complete the assignment, we have made enough progress to be confident that we will be able to finish before the deadline.

Critical Reflections

Although our project is very dependent on data (facial images), it is not suitable to perform a data analysis. Data analysis is more suitable for analysing statistical data, whereby the data can be cleaned, transformed, visualised, and interpreted. This is less applicable on images since we cannot interpret much from just its values.

The Model-View-Controller (MVC) framework is very much aligned with our project’s requirements. We are planning to integrate our data model into a web application, which is precisely what the framework is used for describing the process flow. I plan to ask for approval for my team to create the flowchart using the MVC framework.

I now fully understand the differences between functional and non-functional requirements. One is by no means more important than the other, rather they are both equally important to ensure that the final product of a project is of the highest quality. I can make use of this knowledge to improve the quality of our algorithm (e.g. being easy to debug) and our web application (e.g. user-friendly interface).

As the project manager, I am constantly making sure that we are not lacking behind on schedule. The plans that we have made thus far prove that our team has a good ability of estimating the time taken for tasks and scheduling.

Assigned Roles/Tasks

I am mainly in charge of the “Representation 1”, “Software Specifications” and “Hardware Specifications” sections in the report. I also worked with Benjamin to design the two representations, namely the flowchart and the data flow diagram (DFD), under the monitoring of Hong Bo for quality assurance. In return, I presented my listing of choices to Hong Bo, who is in charge of writing the justification of choices, and discussed possible reasons with him.

Accomplishments

We clarified our doubts with our project supervisor, Dr. Bisan, and progressed the project’s software design further. All of the important details in the meeting were noted down in the meeting minute for future reference. Heeding Dr. Bisan’s advice, we decided to stick to the flow chart as a representation, and changed our original plan of making a data analysis report to a data flow diagram.

I laid out the overall format of the report in a Google Document, so that we can all work on the report in parallel. I also drew a rough plan for our flow chart on LucidChart and shared to my team members. Since all three of us are not familiar with DFDs, I did some self-learning and shared my findings with them, such that we all have a common understanding of DFDs.

Next Week’s Tasks/Reflections

Before the submission deadline, we will have one more meeting with our project supervisor for them to review our assignment. This will leave us with a time buffer to rectify potential problems and make improvements to the submission. I also plan to initiate our team to start searching for useful journals and articles to start with our final assignment, the literature review. I will also request for some suggestions from our supervisor as a starting point.

**Week 9**

Tasks Undertaken

At the start of the week, we continued working on the project concept and design assignment and managed to finish it before the meeting with our supervisor, Dr. Bisan. We presented our assignment to Dr Bisan, and got advice from her to make some final adjustments to the submission. Dr. Bisan pointed out several missing items in the report, including justifications for our choice of dataset, face identification algorithm, and model optimization algorithm.

In the workshop, since it is only a small audience, we had a group activity about presentations. Ms. Kamala taught us tips to improve our presenting skillset, and personally tutored each of us to correct our body language. I learnt that body language is the most important thing about a presenter, followed by their tonality and content.

In the tutorial, we had another presentation session to further practice and polish our presentation skills. We formed groups of 4 and came up with a topic to share about. We gave and received feedback from each other, as well as received guidance from Ms. Kamala on how to correct our body language during presentation.

Critical Reflections

I understand that this week’s activities are mainly directed towards preparing us for the project concept and design presentation. I took all of Ms. Kamala’s guidance, and my fellow peers’ feedback to heart, and will incorporate everything into my presentation in the upcoming week.

I have learnt to embrace the feeling of awkwardness when increasing the extent of my body language. Although it may seem uncomfortable for me, I know that it looks natural and even provide greater energy for the presenter based on the feedback I have received.

Assigned Roles/Tasks

I was in charge of completing the newly added section of our choice of model optimization algorithm. I conducted research on the suggested paper by Dr. Bisan, compared it with a few other algorithms, and came to the conclusion that the former algorithm is reported to be better performing on a larger domain of data.

I presented my findings to my teammates and gotten their consent to use the algorithm as our preferred choice. I then proceeded to write an introduction to the algorithm, as well as the justification for our selection.

Accomplishments

We successfully finished and submitted the project concept and design assignment. I made sure that we cross-check each other’s work so that the final submission is of the best quality and error-free. We sent the rectified report to Dr. Bisan for one last read-through to make sure that nothing is left out before making the submission on Moodle.

Next Week’s Tasks/Reflections

Although next week is the Mid-Semester Break, I plan to make use of it to carry out literature review for our project, which also happens to be the specifications of the final assignment of this unit. I will also prompt my team mates to do so as well, so that we make preparations before things get hectic in the final stretch of the semester.

I also plan to create the slides of the recently submitted assignment with my team to prepare for the group presentation happening in either Week 10 or Week 11 of the semester. If possible, I would also like to schedule a rehearsal with them to practice for the main event.

**Week 10**

Tasks Undertaken

At the start of the week, we started preparing for the presentation of the project’s design and concept, which is scheduled to be held on Thursday this week. We created slides for the same sections that we worked on for the assignment, and set the deadline to be on Wednesday, so that we can rehearse on the next day, before the actual presentation.

During the workshop, we received a briefing regarding our final assignment for this unit – the project proposal and literature review. Ms. Kamala went through the marking rubric and gave us useful tips and advice on how to produce a quality project proposal. I also learnt about the difference between project and product requirements.

The tutorials are blocked for group presentations, therefore there are no tutorial activities scheduled for this week. We successfully delivered our presentation during the original time slot and received positive feedback from the markers. We also stayed back to listen to other teams’ presentations out of curiosity and also support towards our fellow unit mates.

Critical Reflections

Having learnt that clients are only interested in product requirements; and project requirements are what the project team needs to do to finish it, my team has come to the conclusion that we are going to use the Agile methodology to work on our project. This is due to the main concern that we have to always ensure that we are on the right track fulfilling the stakeholder’s requirements. This project management method adopts a “fail fast” approach, resulting in a minimal waste of resources, as well as smaller risks.

Based on the knowledge and practice that I have acquired throughout the past few weeks, I feel like I have polished up my presentation skillset. This feeling has been proved correct during and after my presentation. After consciously managing my body language during presentations, I genuinely feel that I have more control over my own body, and by doing so I managed to distract myself from the nervousness of having a presentation.

As a whole, the workshops and tutorials that have taught me how to be a better presenter has worked out for the better, and made me who I was on Thursday. Although we ran a bit short on time, I am really glad that most of our presentation went better than expected.

Assigned Roles/Tasks

I created a collaborative presentation document on Canva, to which I shared with my teammates so that we can all work on the slides together in parallel. I established the general flow of the presentation, as well as the design of the slides to ensure clean formatting.

I created the presentation slides corresponding to the sections I worked on for the assignment, namely the project introduction and the Model-View-Control Architecture project design representation. Once all of us are done with our respective slides, I made one last check after Hong Bo (our Quality Assurance person-in-charge) to really make sure that our submission is error-free before submitting the file on Moodle.

Being the Project Manager, I scheduled a presentation rehearsal to confirm the presentation flow and the person in charge of controlling the slides.

Accomplishments

We have successfully delivered a presentation that exceeds our own expectations, and we have received positive feedback for it.

Continuing from the Mid Semester Break, we have set up an initial draft of the project proposal, and roughly delegated each of the sections among the team.

Next Week’s Tasks/Reflections

Since we are to start working on the project proposal, I plan to schedule a team meeting with our project supervisor to further clarify any doubts we have and any issues that we encounter working on the project proposal.

**Week 11**

Tasks Undertaken

The workshop session and tutorial session are blocked for the previous assignment’s presentations, therefore there is no new content taught in this week. However, the tutorial’s slots are sufficient for the group presentations, and the workshop session is made into an online consultation. I clarified my doubts on the assignment with Ms. Kamala during the session.

Since there was no new material taught, Ms. Kamala advised us to reflect on what has been going well and/or going wrong for our team throughout this semester.

Due to commitments with other assignments, we did not manage to fulfil the proposed schedule of having a meeting with our project supervisor, Dr. Bisan. However, we informed Dr. Bisan about our situation and agreed on a workaround where we will contact her via email should we encounter any issues working on the project proposal.

Critical Reflections

Throughout this semester, my team has been progressing exceptionally well in this unit. We never encountered the common team building issues that were discussed during Week 1. The main reason might be the effective communication we established right from the start of forming the team. The three of us quickly got together and started performing whereas other teams may still be in the phase of getting to know each other.

Another reason might be our commitment to the unit. My team attended every workshop and tutorial session for the previous 10 weeks, and greatly benefitted from the taught content. Since all of us are receiving first-hand information, the situation where a loss of information occurs due to a second level of communication (i.e. teammates relaying information from the teaching team to others) does not happen. We also have a 100% participation rate on all of our team meetings held throughout the semester. Having a mutual understanding of the stakeholder requirements, we do not need to waste time arguing on unnecessary topics.

My teammates and I are always on the same page working on the assignments, and we have a clear separation of responsibilities, listed in the team contribution sheet. We also planned schedules and deadlines ahead of time, ensuring that we leave a time buffer in case any emergencies pop up. As such, we always manage to deliver quality work on time, together as a team. We also made sure that our project supervisor is well informed of our progress in each phase of the assignments, which also in turn lets us know if we are deviating from the original project plan.

All in all, I am really thankful to have formed such a reliable and efficient project team. Our efforts have paid off, and I believe it will also be the case for the upcoming final assignment.

Assigned Roles/Tasks

I worked on top of the groundwork laid out by Benjamin for the project proposal assignment. I added in my own thoughts and advice that I have gotten from the consultation with Ms. Kamala. I also created a document to note down questions that I need to clarify with our supervisor.

Since Benjamin made the move to contact our supervisor to schedule for a meeting, I turned the document into a meeting minute to prepare for our meeting next week.

Accomplishments

My team has started on the project proposal assignment, where the groundwork was laid out. Breaking down the report into smaller sections gives us a clearer sense of direction on how to work on it.

Next Week’s Tasks/Reflections

We will be having an online meeting with our supervisor, Dr. Bisan next week. She has agreed to the event, but the date and time need to be discussed further.

In the meantime, we asked for her suggestion of papers that we can start the literature review. I hope that we can get a reply from her over the weekend, and start with our own reading early next week.

**Week 12**

Tasks Undertaken

The workshop session and tutorial session were reserved for assignment-related consultations, therefore there is no new content taught in this week. Despite having no questions to clarify, I still attended the sessions in hopes of getting useful advice from the other teams’ questions. However, there were no other teams attending any of the sessions.

Since there was no new material taught, Ms. Kamala advised me to reflect on the feedback given for the assignments.

We had a meeting with our project supervisor, and clarified our doubts about the assignment. Since we haven’t gotten a reply regarding the suggested literature review papers, we brought up the topic during the meeting. Fortunately, Dr. Bisan promptly responded with the documents.

As Dr. Bisan is also one of the markers for the project proposal assignment, we asked for her general advice regarding each of the sections in the report. After the meeting, we have a very clear mindset on what to do for each section, and proceeded to delegate the tasks among ourselves to start working on the assignment.

Critical Reflections

The first review I had gotten was about the Weighted Scoring Model (WSM) and the Business Case Model assignment. I was in charge of the latter, to which the feedback I received was that “A high level schedule can be presented with breakdowns.” I acknowledge the fact that I did not look further into how the schedule section of a business case is done, and I should have done better by getting clarification beforehand instead of going with my own intuition.

The second review was about the Reflection Entry 1 assignment. The feedback from the marker is that “Some of the content in the subsections can be broken into paragraphs for better visual.” This is an oversight from me, since I decided to break down each main topic into a paragraph of its own, but did not account for the overall readability of the document. I will take note of this and use better spacings in this Reflection Entry 2.

The third review given was about the Mind Map assignment. Based on the feedback, we have done a great job overall. The only thing lacking is the use of references to further add credibility to our work. I will keep this in mind and also remind my teammates to make use of proper references for the project proposal assignment.

The last review given was about the Project Initial Concept and Design Presentation. Although my team obtained great marks and positive comments, some subtle parts were unsatisfactory, leading to us not being given full credit. This might be due to us exceeding the presentation time limit. We should have timed our rehearsal to know about this issue, and to prevent getting a warning during presentation, which caused the marks penalty.

Assigned Roles/Tasks

As the Project Manager, I noted down our delegation of tasks, and weighted them appropriately in the Team Contribution Matrix. This is to ensure that we have a clear separation of responsibilities, and is what made our team deliver in a timely manner.

Having received the suggested papers, I started reading and digesting the information before working on the literature review section of the report. In the meantime, I also started working on the other sections, which are compiling and summarizing the materials that we have done for the previous assignments.

Accomplishments

We successfully divided tasks among the team, and recorded it in the Team Contribution Matrix. We also started working on the project proposal assignment, with the advice received from Ms. Kamala during the assignment briefing, and Dr. Bisan from our meeting.

Next Week’s Tasks/Reflections

This is the last week of study for the semester, and there will be no more new materials in the coming weeks. I will continue working on the final assignment with my team, whilst keeping our supervisor updated on our progress.

Occasionally, I will plan a meeting with our supervisor to make sure that we are on the right track, as well as receive additional comments to help shape our work better.