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Christian Coetzee

North-West University

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# **Draft Reflections of members:**

## Bégué, Jean-Luc (40779173)

I've developed a number of soft skills through various courses that are crucial for both professional and personal development. The Mini Course on Time Management's emphasis on time management helped me learn how to set priorities for my work, manage my time well, and stay focused in the face of distractions. My cooperation abilities have been enhanced by Git that started with GitHub and Become an Expert in Git & GitHub, which emphasizes effective communication, teamwork, and dispute resolution throughout project work. Project and project management taught leadership skills that are essential for managing successful projects, include goal-setting, work delegation, and change adaptation. Additionally, by modeling actual networking situations and encouraging analytical thinking and troubleshooting techniques, Cisco Packet Tracer improved my problem-solving abilities. Together, these classes cultivated resilience, flexibility, and a proactive mentality that enabled me to effectively tackle problems in a variety of professional situations. The soft skills I've gained are priceless assets that have shaped not just my professional path but also my personal growth and pursuit of lifelong learning.

## Cloete, Jacques (44214987)

The first thing I noticed from the Mini Course on Time Management was that I make myself busy with things other than the important thing that needs to be done which is a form of laziness and procrastination. By investing the beginning my day into myself instead off others will help me to maintain a clear mind as well as be more productive throughout the day. I took plenty of notes from this course in order to organize my tasks, schedules, and priorities efficiently. From past experience I have realized that spreadsheets don't work that well for me, but the rest of the content provided was a good refresher of the concepts I already understand. By seeing time management as a tool, I can feel more positive and self-aware about my habits and the areas of my life that need improvement. By managing my time, I can try to achieve my goals easier than before when I was not implementing these soft skills learned in the courses. The “Git Started with GitHub” course was a very good introductory course, it had lots of hands-on practice and theory about Git and GitHub. I feel that my teamwork soft skill has been greatly improved after this course, especially by the fact that this skill is used quite often in the software development world. I am looking forward to applying the knowledge I have learned.

## Coetzee, Christian (40513262)

The following courses were expected to be completed.

* Course 1: “Manage your time.”
* Course 2:” Git started with GitHub.”
* Course 3: “Git expert 4 hours”
* Course 4: “Project and Project management”
* Course 5: “Cisco Packet Tracer”

Course 1 taught me about how the management of your time can change your life for the better. Just sleeping and waking up at a set time everyday can improve your mood/ energy for the rest of your day. Consequently, this course made me rethink my routines (or lack thereof) and implement some elements that they mentioned.

Course 2 was a recap about concepts that I already knew from other modules and courses. But it seemed like a good way to understand how Git (GitHub) works as the core was always command line “prompting”. I would also say the same about course 3 as it went more in depth about how the functions work and how to enable some of them (via command line).

I read the materials given by course 4 as they were easier to understand than the person narrating. It was interesting to see how one would such techniques in projects and development.

Lastly, course 5 was very entertaining and interesting to learn. It taught me the different things to look out for and how different components/ devices/ cables work dependently and independently. I enjoyed this course very much.

## De Meyer, Maderi (50977676)

The first course gave 7 practical steps for time management. The quote “It is not that we have a short time to live, but that we waste a lot of it,” made me think twice about how efficiently I use my time and in what I invest it. I should have set rituals and minimize the number of potential distractions I have around me.

The second course gave me an overview of GitHub, from installing it, setting up a project folder and using the pushing feature, to command references. The third course went into more depth, and covered all the basics of Git, as well as GitHub and SourceTree. This is a great tool to use when multiple people have to work on the same program and is therefore ideal for group projects.

The course about projects and project management outlined the fact that I should first understand the structure of the project, before just rushing into it. Project management process groups consist of initiating, planning, executing, monitoring, controlling, and closing. It taught me the different knowledge areas for project management. Furthermore, it explained different schedule management techniques: Three Point Estimates, PERT and Critical Path Methods as well as precedence diagramming methods, dependency determination and schedule network analysis. Lastly it provided a few tools that will assist in project management.

In the last course, I learned what Cisco Packet Tracer is, how it works, the different file types, and how to build a network, configure end devices and verify connectivity.

## Le Roux, Danika (41049764)

I have really developed and refined a number of soft skills during these courses that are essential for both career and personal growth.

The "Manage Your Time" course's lesson on time management has been quite beneficial. I now know how to maximize productivity, prioritize activities, and create attainable objectives. This ability has helped me manage my job and personal lives better by lowering stress and increasing efficiency.

Participation in the Git and GitHub classes improved teamwork and communication abilities. Acquiring proficiency in version control systems promoted smooth collaboration, resulting in efficient coordination and communication. Smooth cooperation was guaranteed via explicit commit messages and branching mechanisms, highlighting the significance of accuracy and clarity in concept communication.

I gained the organizational abilities necessary for project planning, execution, and evaluation from project management classes. Comprehending project scopes, timeframes, and stakeholder management enhanced my capacity to effectively lead and participate in initiatives. I also learned more about decision-making and problem-solving techniques, which are essential for overcoming obstacles in a variety of project situations.

Finally, using Cisco Packet Tracer improved my technical expertise and flexibility. Quick thinking and troubleshooting abilities were necessary to navigate intricate network simulations, which promoted adaptation in quickly changing contexts.

In summary, these classes have not only given me the technical know-how I need, but they have also helped me develop the soft skills necessary for both professional and personal development. The skills acquired are priceless for managing a variety of aspects of life and business, from time management to teamwork and flexibility.

## Mooiman, Henk (41293584)

Reflecting after completing these courses made me realize that this process enriched my life with practical skills and invaluable insights. Initially I was worried about when I would find time to complete and work through all of these courses. After I started with the first course which was time management, I realized that this task was completely possible. I managed to rearrange all my other daily activates to make space for this project. Learning to prioritize certain tasks, to allocate resources effectively, and to mitigate procrastination has not only improved my life for the better, but also reduced some of my stress.

Initially navigating GitHub seemed extremely difficult, but as the courses progressed, I grasped its essence of collaboration between developers and how it is a version control software to safe- guard the projects you are working on, and also share the projects with others and collaborate with them easily. Project management principles and the technique to mitigate the project constraints such as cost, time and scope is very valuable information. I will certainly use it in this project, since working with a team and meeting deadlines was an area I was rather unsure about, but essential for this project.

Cisco Packet Tracer introduced me to the world of network simulation, how network configurations work, as well as the different troubleshooting methodologies. This hands-on experience solidified my knowledge and comprehension of networks.

I am looking forward to implement this new knowledge in this project.

## Nieman, Waldo (37943278)

The main objective for this task was to complete 5 different online courses and write a reflection in which you discuss the soft skills you have learned upon completing these online courses. I found each of the courses very interesting and helpful, I learned a few new things in each of the courses but there were a few things that stood out for me and changed my perspective.

In the past, I have struggled to properly manage my time and fit everything into my daily schedule. Through these courses, I’ve learned that I should only spend time on the things that will benefit my future and will give me something in return, and work for short periods but work productively (put away all distractions).

The courses on GitHub and Project Management gave me more certainty on working effectively within a group. I now understand GitHub a lot better this course clarified a lot of uncertainty for me, and I feel a lot more confident in working with GitHub and exploring the great features that GitHub has to offer for group projects. The course on cisco packet tracer was very loaded with information, I learned more about networks (cables, devices, etc) I found this course very interesting and helpful.

These courses changed the way I look at certain things and my perspective on group work and how easy it can be if you use helpful tools, I look forward to implementing the things I've learned in the rest of this project.

## Pretorius, Andre (41093615)

Throughout these courses I have learned several new soft skills. In terms of time management, I have learned that my time has to be invested into activities that would benefit me, instead of just wasting my time on menial tasks. Instead of thinking about what I need to work on or do at the present moment, I have learned to plan my daily activities and set goals for myself. Through planning my day, I have been able to accomplish much more than in the past. I have also learned to work in chunks of uninterrupted time and to fully cut out all distractions that might interfere with my concentration. Since I have been organizing my goals from most to least important, I have learned to accurately divide my time between these goals. I have also learned to use Git and GitHub to its full extent and learned about several new features. I now better understand how Git and GitHub works in terms of version control and how it tracks changes to files on several diƯerent devices. By completing the Cisco Packet Tracer course, I have learned that it is used to practice building networks and how it can be integrated with various other technologies to form more complex network systems.

## Truter, Ariël (38566567)

Soft Skills Learned from Udemy Courses

Engaging in the Udemy courses provided valuable insights into soft skills essential for personal and professional growth. A fundamental principle emphasized was the distinction between education through application versus mere memorization. This concept resonated deeply, highlighting the importance of practical implementation over rote learning.

Time management emerged as a pivotal skill, with Seneca's wisdom echoing the significance of utilizing time effectively for meaningful accomplishments. Through techniques like redefining time management, establishing routines, and prioritizing tasks based on the 80/20 rule, I learned to optimize productivity and achieve desired outcomes efficiently. Moreover, understanding the value of planning, tracking progress, and embracing gradual change reinforced the notion of continuous improvement.

In the realm of project management and Git, collaboration and communication skills were honed. Learning about project management processes and Git fundamentals underscored the importance of clear communication, effective teamwork, and adaptability in achieving project goals. The courses provided practical strategies for navigating project phases, managing stakeholders, and leveraging version control tools for seamless collaboration.

Moreover, the courses facilitated the development of critical thinking and problem-solving abilities. By delving into complex concepts and practical applications, I cultivated a deeper understanding of project management principles and Git functionalities, enhancing my analytical skills and decision-making capabilities.

Overall, the Udemy courses not only equipped me with technical proficiencies but also fostered essential soft skills vital for success in various domains. Through reflection and application of these learnings, I aspire to continually refine my skill set and contribute meaningfully to future endeavors.

## Van Tonder, Anri (37328409)

The first training “A Mini Course on Time Management”. The 80/20 rule is brilliant for helping and prioritising one’s goal, with time left to do other smaller, yet necessary tasks. This, along with the point of having no distractions, were my biggest learning points from this course.

Reflection on “Git Started with GitHub” and “Git: Become an Expert on Git & GitHub in 4 Hours” training. I have previously used GitHub but without Git Bash. Revising was helpful in better understanding what each functionality was for. An example of this would be realising the difference between cloning and forking.

What I gathered is that Git Bash can be more versatile than Git Desktop, although I initially thought it was unnecessarily complex. Git source tree, on the other hand, I found more familiar because of the GUI. I found this helpful with the visualisation of repository history, changes made and managing workflow.

Through the “Project and Project Management #” training, I have learnt that the project structure is a good blueprint for success. Additionally, project management tools such as MS Projects and Primavera P6 can greatly aid in productivity through visualisation and communication.

For the “Getting Started with Cisco Packet Tracer” training, I learnt how to configure network interfaces and design networks. I also learnt of other features such as network topologies, routing protocols and real-world networking challenges.

The abovementioned is only the tip of the iceberg of what I learnt. I hope to hone these skills throughout the rest of the project.

[252 words]

# **Timeframe:**

# **Summary of work ethic:**

## When work would be done:

* We would all try to do our part when possible. For example:
  + After classes (potentially alone at home), late nights (if necessary) and when we have group meetings.
  + Some people also work better alone and some work better with groups. So a dynamic approach could be considered where we use discord etc.

## Where work would be done:

* If some were to work alone, it would typically be where one could concentrate on the tasks. For example, a library, home or maybe even in classes.
* If some were to work in groups, it would be at someone’s house/ flat, or a conference room at the library, or even at a public area inside campus (like on grass, or Monday class etc.)

## Manner of work being done:

* We should all try to help each other whenever possible but be certain to not take advantage of this help received.
* Try to finish best to our abilities and understanding.
* If we were to struggle with a task, to ask for second opinion to ensure your thought process was correct.
* The members are serious about their work and known for putting effort in their work, thus no slacking should be expected.

## What group considers a delinquency:

* Absence from group meetings
* Not contributing and adding value to group
* Slacking with work and not making deadlines
* Not pulling one’s own weight.
* Disrespecting one another
* Plagiarism in terms of “copying and pasting” work that was already done by someone/ something else. For example, a former student etc.
* Lying and dishonesty
* Substandard quality of work