

FIT3162

Semester 2021

Week 1: Familiarise with Unit

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Topic supervisor: Prof Raphael Phan,
Dr Ting Fung Fung, Dr Prahba

1 Mar 2021



Learning Outcome

- ❑ Evaluate and select research methods and techniques of data collection and analysis appropriate to a particular project;
- ❑ Search, access, and analyse **research literature** as part of the process of developing solutions to problems;
- ❑ Work effectively in collaborative teams; (**Team management report**)
- ❑ **Develop and test** a substantial piece of software or hardware; (**Software deliverables – report + demonstration**)
- ❑ Explain and reflect upon the purpose, operation, success and value of the developed project in writing and orally; (**Journal entries, presentation**)
- ❑ **Write a report** explaining methodology, outlining their contributions and the contributions of others, and documenting the developed project from appropriate perspectives, for instance that of a user, researcher or developer. (**Final report**)

Teaching & Learning

- ❑ Students are now required to fully implement their computer science project based on initial planning and research in FIT3161.
 - ❑ Work on your Project to end of Semester

- ❑ Students are encouraged to take responsibility for organizing and directing their learning with support from their supervisors.
 - ❑ Workshops/Tutorials: Your Time! Consultation with topic supervisor: Progress check and discuss
 - ❑ Take initiative: be prepared. Guaranteed time for Team Work together

- ❑ Students will also be introduced to various aspects of computer science research and project development in seminars run by guest lecturers.
 - ❑ Recorded lectures + slides (in Moodle)

Seminars/Lectures

- ☐ Week 1: **Intro to Unit (online seminar)**
- ☐ Week 2: Version Control (recorded videos + slides)
- ☐ Week 3: Software methodology review (recorded videos + slides)
- ☐ Week 4: **Assignment specification (Software deliverables – online seminar)** + Software Metrics (recorded videos + slides)
- ☐ Week 5: **Assignment specification (Final reports – online seminar)**
- ☐ Break
- ☐ Week 6: **Interim presentation**
- ☐ Week 7: Software Testing (recorded videos + slides)
- ☐ Week 8: Software Quality (recorded videos + slides)
- ☐ Week 9: No seminars
- ☐ Week 10: **Software presentation**
- ☐ Week 11: **Final presentation**
- ☐ Week 12: **Final presentation**

Assessment

Assessment task	Value	Due date
Assignment 1: 3x Journal entries	5%	See Moodle for submission date
Assignment 1: Interim Presentation	5%	Friday, 16 April 2021, Week 6 (Present during seminar or Videos - TBD)
Assignment 2: Software Deliverables	25%	Software demonstration during seminar during week 10 Software Test Report due Friday, 28 May, Week 12
Assignment 3: Final Project Report	45%	Friday, 28 May, Week 12
Assignment 4: Final Presentation (Video & slides – submitted via Moodle)	10%	Seminar Week 11 & 12 - (Q&A on presentation)
Assignment 5: Team Management Report	10%	Friday, 28 May, Week 12

- ❑ You need to allocate your time to ALL tasks
- ❑ DO NOT focus solely on / overcommit to “code writing” ← Prioritise functional requirements.
- ❑ Don't neglect Project Management and Other assessment items (Presentation etc...)
- ❑ Keep in mind ALL deliverable components and organize your time to complete all – not last minute.

For example, as you write new code

- **Test it and document your testing as you go**
- **Document your code (inline comments)**
- **Write robust code from start**

To be assessed in software deliverables

Team Work

- ❑ Make SURE everyone clearly understands what they have to do each week.
- ❑ Minutes of Meetings are assessed (Component of Team Management Report):
 - ❑ Keep good record of all Meetings and have meeting regularly (at least weekly – or more often)

•Minutes of Meetings:

1. Who is present, agenda.
2. What has been completed, by whom?
3. Note Milestone reached if applicable
4. What is outstanding? Why?
5. What will be completed over next period, by whom?
6. Any important decision made and justification / why?
7. Any other matters.

Team Contract

1. Encourage Team to make a contract
2. For Team to decide and manage – Team document
3. Members to commit to availability, complete task and time
4. Members to commit to certain procedure/protocol
eg: respond to communication within time
5. Conflict resolution procedure

About Project

- ❑ Be realistic about what you can achieve in the time allocated.
- ❑ RENEGOTIATE your project scope/outcome if required (With supervisor)
- ❑ Things will very likely change from Sem 1, plan/schedule. OK.
- ❑ Tap into each team members strength to match what you want to do.
- ❑ Don't expect your team member to complete something that is beyond their skill set (reasonably).
- ❑ Balance effort over all tasks: **Coding – Project Management – Documentation** (i.e. report writing) and final assessment.

Consultation

- ☐ Weekly Consultation on Project Management by Ms Kamala – Day&Time (TBD) – refer to Moodle
- ☐ Moodle Forum/Slack/Whatsapp ?
- ☐ Feel free to email me: ting.cheeming@monash.edu
- ☐ A reminder to submit your purchase form

Claim for FYP Purchases

- ☐ Please collate these documents in **ONE PDF (and signed by Supervisor)**
 1. Finance Requisition Form
 2. Invoices and Receipts and transaction slips (e.g., from Shopee)
 3. Proof of payment - for payments besides cash payment
 4. Bank statement header

- ☐ Name the pdf as **NAME_FYP CLAIM_SUBJECT**

- ☐ Sent to **Ms Lilian Sharmini. Email:** lilian.sharmini@monash.edu

Questions?