

Reflective Diary

Name: Student Name

UOW ID: Student ID

GROUP: Group ID

Week 01 [Date]

Objectives Achieved

- 1. Liaise with all the team members**
 - a. Decide on communication channels
 - b. Self-Introduction to know each other degree major, skillsets & commitment
 - c. Decide on meeting platform
 - d. Appoint team leader
- 2. Discuss the project scope topic**
 - a. Stakeholders/Users
 - b. Respective user requirements
 - c. Target audience
 - d. Platform choice (Web/Mobile App)
- 3. Set up google drive & google docs**
 - wrote down respective actor user stories briefly
 - b. Summarize questions for the upcoming meeting with the supervisor
- 4. Sent out an email invitation for the first meeting with the supervisor**

Setbacks Faced

1. Uncertainty about the project scope on certain word phrasing

Reflection

The first week was spent on knowing more about each other, understanding more about the basics of the project scope, setting up a platform for communication/work and getting in contact with the supervisor for the first meeting.

Sample

Week 02 [DATE]

Objectives Achieved

1. Create a Project website
2. Conduct research on the various medical-related platform
 - a. Health Buddy (SingHealth), HealthHub, Parkway DigiHealth)
 - b. Brief comparison table among the different platform features
3. Research the different methodology
 - a. Waterfall, Prototyping, Scrum, Kanban, and DevOps
4. Research on functional & non function requirements
 - a. Business requirement, administrative functions, Scalability, Security, Performance, Usability, Compatibility & Availability
5. First meeting with supervisor (22 Jan)
 - a. Present our findings for the research
 - b. Brief on what is expected for the project

Setbacks Faced (Before the meeting)

1. Not knowing how to prioritize certain tasks for the project website
2. To work on the project website, I had to adjust the features with the current project scope
3. Prior to the meeting, my laptop screen crashed with another module lecture timing for two of my modules. Since it was a higher priority to not schedule the meeting on a later date, we are entering into week 3 of the project.

Reflection

The second week was spent creating a project website, conducting various research (medical-related platform, methodology, functional & non-functional requirements). We also met up with our supervisor to present our findings & get to know what is expected for the project. It is necessary to prioritize the importance of one stuff over another as everyone will have different schedule timing due to certain commitments.

Sample

Week 03 [Date]

Week 04 [Date]

Week 05 [Date]

Week 06 [Date]

Week 07 [Date]

Week 08 [Date]

Week 09 [Date]

Week 10 [Date]

Week 11 [Date]

Week 12 [Date]

Week 14 [Date]

Week 15 [Date]

Week 16 [Date]

Week 17 [Date]

Week 18 [Date]

Week 19 [Date]

Week 20 [Date]