

#### Department of Computing and Mathematics

#### 6G4Z0021: Team Project

#### 2021/2022

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# Team Project Individual Report

## Disclaimer

By submitting this report, I agree that I have read and understood Manchester metropolitan Universities Academic Misconduct Regulations. I agree that this report is all my own work.

<https://www.mmu.ac.uk/student-case-management/guidance-for-students/academic-misconduct/>

### Overview

This report is a reflection on the experiences in team working developed through the Team Project unit. You should write your text in the sections outlined below. The current italic text should provide you with a guide to what is expected. You should delete this before submission.

Make sure you have completed the self-assessment at the end of this document before submission. In this you should indicate the criteria that most closely match how you feel about the quality of your work by highlighting the one cell in each row of the table that best represents the quality of your work. Use the text highlighter tool in the ‘Home’ tools ribbon (above) to do this.

### Section 1: Critically evaluate the effectiveness and performance of your team (guide 600 words)

At the beginning of this unit the team that I was placed in only had two other members besides me that were available at the lab session at the time, and so we had to contact the absent members of our team over email and inform them about what we had planned.

Those of us who were present at the time began to give ideas as to what our product would be and came up with a few ideas ranging from a rise course to help new students understand basic java programming (as a member of the team mentioned that he struggled with it when he first started) to an app that would allow new students to connect with 2nd and 3rd year students and express their concerns with university.

We eventually decided on the goal of our team project, a website catered towards prospective University students and aimed at giving a rough idea on what university would be like and what to expect as well as some useful tips and information that we wish we had learnt beforehand.

This website would show both the pros and cons of university life with our experience written down so that new students would know that they were not alone in what they were feeling in their first years. As well as this we also wanted to portray a realistic view of what to expect and considered that some people had different situations such as living in student accommodations, which was written by the Team Leader as he had experience with that, or needing to commute from other towns outside of Manchester, which I wrote about my experience in, so we made sure to go in-depth on these aspects in the part of the website that talked about the team members individual experiences.

I was responsible for creating a Discord server for our team to ensure that we could effectively communicate outside of lab sessions and meetings as well as creating a GitHub repository for our team to collaborate on the project and have version control in case we came across any issues or bugs with our website. These allowed us to do work remotely without the need for us to meet up on the university campus which would have been a great inconvenience for the team members who do not live in Manchester and must pay to commute.

My group consisted of 8 people: Me, Mohammed Naeem Zaman, Husnain Iqbal, Mohammed Shah Azizur Rahman, Abdurrahman Said, Mohammed Hamza Aslam, Kyle Kadlec and Benjamin Walker.

The 2 of my team members who were present at the first lab session were given roles in addition to the role that every member had of being a developer / researcher. I volunteered to take up the role of Product Owner, Naeem took up the role of Team Lead and Husnain Iqbal originally took up the role of Quality controller but later passed the role onto Shah.

As the Product owner I oversaw the project as a whole and was responsible for outlining the tasks that would be designated to each team member, organise what would happen to our website and distribute roles between team members on Trello and over Discord.

Distributing tasks to all my team was not an easy task as one was temporarily afflicted with covid 19 and could only be messaged online while 2 could not be reached over email or discord and were absent in lesson. However, those of us who were able to communicate with each other and did so without any issues and did not argue over tasks.

Once we established contact with most of our group members Me and Naeem briefed them on the current state of the project as well as their goals and informed them that we aimed to finish the project by the 5th week of this teaching block so that we had enough time to finish our report. This deadline eventually had to be moved up by a week as many of our team members would begin fasting for Ramadan around that time.

This shorter deadline meant that the team member that we could reach out to were given more responsibility and would need to communicate more often through bi-weekly team meetings that were held over discord.

Quite a few of our team members participated in pair programming for refining the website’s appearance to make it better suited for its purpose, I recommended using high contrast colours for this so that colour blind people could view our website without issue.

I had to push myself out of my comfort zone to help host these meetings with the team lead and on occasion even host the meeting myself as the team lead could not join due to external circumstances. I also had to communicate with all the team members to ensure that they were completing their designated tasks for our weekly sprints on time.

### Section 2: Critically evaluate your contribution and the lessons you have learnt about team working (guide 600 words)

I personally contributed to the team by arranging the tasks that everyone would be responsible for and communicating with all my team members, I also helped host some online meetings that were made to brief the entire team on the current state of the product and to discuss potential future steps we could take.

To ensure the team worked effectively and achieved its goal I chased up team members on a weekly basis to confirm with them if they had completed their tasks and added their contributions to the product, whether that be research on previous MMU graduate students or their own University experiences. Although this was not part of my responsibility as I was not the team leader, I felt it was necessary as some team members were slacking on their work, sometimes not having even started until after the deadline.

My work on the product itself consisted of filling in most of the text through HTML and starting on a few templates of CSS code that could be used for our website, I showed 4 of these templates to my team over discord before we settled on a new one that would have features of all of them, this task was given to Ben to complete.

I also arranged for members of my team to engage in pair programming after we reviewed a prototype of the final product. This helped clean up the website and make it more aesthetically pleasing and concise. I thought that the prototype had too much unnecessary info about the university campus that was in the form of large walls of text and instead replaced it with a video made by the university exploring the campus after consulting my team.

In hindsight, I believe that I could have designated a lot of the work that I took upon myself to complete to other team members to ensure that everyone participated equally and that we could have completed the product within a shorter time frame.

Other members of my team influenced the development of the product by suggesting potential improvements and additional information that would be useful, one of my team members, Husnain Iqbal, suggested we add information on societies that would be useful to new students and another teammate, Mohammed Naeem Zaman, suggested we do some research on alumni of MMU and their experiences at university.

I have learnt a lot about myself and have a greater understanding of my strengths such as having good leadership skills and being able to arrange meetings and ensure others do their work and my weaknesses such as not trusting others to complete their given tasks and taking on more work for myself.

One of the challenges that I had to overcome my team leader being occupied during a group meeting by leading it in lieu of him.

Another challenge that I had to overcome was not being able to contact 2 members of the team until the last lab session, my team worked around this by each taking on more work to make up for the lack in manpower.

I believe that I have excelled in leading the completion of the product and arranging deadlines for each sprint, I considered everyone's capabilities and responsibilities outside of lessons and arranged roles for them accordingly.

I have also shown an improvement in my communication skills from the last teamwork-based unit (Databases) as I have learnt from the mistakes that I had made such as not vocalising my opinions and being swayed by others leading to my last unit being almost handed in late if not for the 3 da crunch period my last team underwent to ensure our project was completed in time.

I do think that I could still improve on my writing skills such as detailing the roles that I distribute to team members as I had to explain to some team members what they exactly had to research and how to find the research.

I also believe that I could improve on my ability to make decisions and solve problems as whenever there was a major roadblock with the product I either googled a quick fix or asked other developers in my team rather than take the initiative to solve the issue alone.

### Section 3: Review and update of your 5-year plan with respect to team working (guide 300 words)

In my 5-year plan, I had previously written that I would like to improve my presentation skills and intended to take a LinkedIn learning course on leadership and presentation skills, while I have not undertaken that course, I have learnt a lot about how to lead a team effectively and give presentations through the team meetings that I held during this unit.

Through my own self-learning that I have undertaken during this unit, I now have a clear grasp on the basics of git and version control, enough so that I can lead the development of a product using a GitHub Repository with a team.

The 5-year plan supports the areas that I need to improve myself by outlining what they are and serves as a constant reminder that I have not learnt all that I can so I should not slack off. I will soon further my skills in teamworking, communication and problem solving as I believe that those will both prove beneficial to me in my day-to-day life and will help me with my career in the future.

I will need to redo my 5-year plan soon to accommodate for the new things that I have learned about myself and my skillset so that it can more accurately portray a realistic view of what I can get done in the upcoming 4 years. I may need to do some research on skills that are desirable in the Computer Science field and learn them so that I can further my self-development. On top of this I will need to manage my time better as I have been focusing more on refining my technical skills such as coding and designing and letting my other skills stay where they are.

My original 5-year plan only vaguely outlined the importance of team working and just specified that I should “brush up on it so that I do not get in the way of my colleagues”. But now that I have a new perspective on things, I believe I should focus a lot more on my soft skills such as interpersonal skills, adaptability, leadership, and work ethic as these all play a hand in working with a team of like-minded individuals and ensuring that your team is on track to achieving their goals.

When I update my 5-year plan I will make sure to include these soft skills as well as making sure to implement practices of them in my daily life as while I have improved my leadership skills, they still have a long way to go according to the feedback that I have received from members of my team during meetings.

### Self-Assessment

Instructions: You should highlight the one cell in each row that best describes how you feel your report addresses the written section based on the criteria written in the cell.

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| --- | --- | --- | --- | --- | --- |
| Grade Band | Fail - 0-39% | 3rd – 40-49% | 2:2 – 50-59% | 2:1 – 60-69% | 1st (70-100%) |
| Score | 1 | 2 | 3 | 4 | 5 |
| Critically evaluate the effectiveness and performance of your **team** | There is little or no content for this section provided  The content provided is a simple narrative, or diary, without and critical evaluation or analysis  The content provided has little, or no, grounding in the experience of working with the project team. | The content provided is narrative, or diary based, with some (limited) critical evaluation and little (or no analysis) of effectiveness and/or performance  There is little, or no, reference to external sources to contextualise either practice or theory of Agile based team working  The report does not draw conclusions about the effectiveness/performance of the team.  There is little, or no, evidence provided from the experience of working within the team. | Team performance is discussed, and the content is partly in the form of critical evaluation and analysis.  There are some refences to external sources to contextualise either practice or theory of Agile based team working  The report draws some conclusions about the effectiveness/performance of the team, but these lack evidential support or justification.  There is some evidence provided from the experience of working within the team, but this lacks depth and contextualisation. | Team performance is discussed with considered evaluation and analysis.  .  There are refences to external sources that are well contextualised and show a developed, balanced consideration of the practice and theory of Agile based team working  The report draws a substantial set of justified conclusions about the effectiveness/performance of the team  There is substantial evidence provided from the experience of working within the team. This is well contextualised throughout the section text. | Team performance is discussed with insightful evaluation and analysis.  There is a well-developed, balanced and reasoned argument for all aspects of the section that uses contextualised external sources to reasons and critically review the team’s performance and effectiveness in relation to the practice and theory of Agile based team working  The report draws, and justifies, a substantial set of justified conclusions about the effectiveness/performance of the team  All aspects of this section are supported by evidence coming from the experience of working within the team. This is well contextualised throughout the section text. |
| Critically evaluate **your** contribution and the lessons **you** have learnt about team working | There is little or no content for this section provided  The content provided is a simple narrative, or diary, without and critical evaluation or analysis  The content provided has little, or no, grounding in the experience of working with the project team. | The content provided is narrative, or diary based, with some (limited) critical evaluation and little (or no analysis) of contribution.  There is little, or no, reference to external sources to contextualise either practice or theory of Agile based team working in relation to personal contribution  The report does not draw conclusions about the lessons learnt about team working  There is little, or no, evidence provided from the experience of working within the team. | Personal performance is discussed, and the content is partly in the form of critical evaluation and analysis.  There are some refences to external sources to contextualise either practice or theory of Agile based team working in relation to personal contribution  The report draws some conclusions about the personal lessons learnt about team working but these lack evidential support or justification.  There is some evidence provided from the experience of working within the team, but this lacks depth and contextualisation. | Personal performance is discussed with considered evaluation and analysis.  .  There are substantial refences to external sources that are well contextualised and show a developed, balanced consideration of the practice and theory of Agile based team working in relation to personal contribution  The report draws a substantial set of justified (evidenced) conclusions about the lessons learnt about team working  There is substantial evidence provided from the experience of working within the team. This is well contextualised throughout the section text. | Personal performance is discussed with insightful evaluation and analysis.  There is a well-developed, balanced and reasoned argument for all aspects of the section that uses contextualised external sources to reasons and critically review personal performance, effectiveness and contribution in relation to the practice and theory of Agile based team working in relation to personal contribution  The report draws, and justifies, a substantial set of justified conclusions about the lessons learnt about team working  All aspects of this section are supported by evidence coming from the experience of working within the team. This is well contextualised throughout the section text. |
| Review and update of you 5-year plan with respect to team working | There is little or no content in this section.  There is little or no review of the current 5-year plan  There is little, or no, discussion or presentation of revisions to the 5-year plan. | There is a descriptive review of the current 5-year plan, with little references to the team project or reflection on the academic year.  There is little discussion about revisions to the 5-year plan  There is little grounding in evidence, or experience to justify the review of either the current plan or proposed actions | There is a structured review of the current 5-year plan, with some references to the team project and/or reflection on the academic year.  There is a reasoned discussion about revisions to the 5-year plan  There is some grounding in evidence, or experience to justify the review of either the current plan or proposed actions | There is a structured review of the current 5-year plan, with well-defined references to the team project and reflection on the academic year.  There is a reasoned, and self-aware, discussion about revisions to the 5-year plan with actions that reflect a developing awareness of personal development  There is strong grounding in evidence, or experience to justify the review of both the current plan and proposed actions | There is a detailed and well structured review of the current 5-year plan, with well-defined references to the team project and reflection on the academic year.  There is a reasoned, and highly self-aware, discussion about revisions to the 5-year plan with actions that show a developed awareness of personal development  There is detailed evidence and experience base grounding to justify the review of both the current plan and proposed actions |