

Jessani	Timeframe Plans and Progress Roles HTML/ CSS
---------	---

PLANS AND PROGRESS

Here you should provide as much detail as you can about what your project will do, and how you will do it. In other words, detail the steps you take and will take; you can start on this before you complete your timeframe plan. This should include your progress with developing any features or outcomes of your project.

Tell us about the “story” of your project — how it began, how it progressed, and what stage of the plan you reached. Include dead-ends you may have followed, decisions made, and changes that have been made to the project plan. This is important. Imagine that another group takes up your project and decides on following one of these dead-ends.

If you document the dead-end or undesirable approach, they may well decide not to proceed down that avenue. You are expected to include a significant level of detail, so that it is precisely and easily seen what you have done, why, and what you are planning to do and not to do.

Ask yourselves: what would you need to know, if you were a group who took this project on after you had handed it in?

There is no set length for this section. However, 2000 words is a ballpark figure.

ROLES

Have you defined any specific roles for your project? If so, describe and justify these. If not, describe your process and justify why there are no specific roles. It is important to bear in mind that roles are not simply comfort zones.

“If I am I because you are you, and you are you because I am I, then I am not I and you are not you. But if I am I because I am I, and you are you because you are you, then I am I and you are you.” — Rabbi Menachem Mendel of Kotzk

TIMEFRAME - 12 weeks (including 4 weeks of us what we are doing)

week 1 - assigned roles and made a plan

wee2 - done the group processes

Another difficult aspect of project planning is knowing how much time to allow. You have approximately twenty-four hours per group member for this assignment. In order to develop a plan for further work beyond the end of this course, assume that you have a further ten hours per-week per-person for ten weeks, in addition to this time in order to develop your project.

In other words, you have six weeks (Weeks 9 to 12) of the semester to work on your assignment, with a further ten weeks after that. Your plan will total fourteen weeks, with the first four comprising this assignment.

In actuality, you do not have the extra ten weeks to work on the project; this is intended to give you a feeling for how much you would be able to achieve in that time. This means that the first four weeks of your timeline will end up being your actual progress on this project, with the remaining ten weeks being your plan for the next stages.

This should be presented in the form of a table, with one row for each week, specifying as best you can the work for each person for each week. This means that the first six rows of the table will describe your progress so far, and the remaining ten rows will be the plan for how the remaining time would ensue.

This will no doubt change as you work on your assignment, as it will give you a more precise idea about how long it will take to get things done. This is not an unchangeable contract for exactly how things will work; that is unrealistic for just about any project. The idea is to get you thinking about how exactly your time should be allocated to the various tasks involved. **It is a good idea to have a milestone (i.e., a specific outcome) for each week of the project. This may include getting familiar with tools, or reading up on a particular technique or technology. You should also include time for writing up the final report and any other documentation.**

Writing reports always takes longer than you think, especially as you should expect to re-write any piece of writing that you do at least three or four times.

Risks

What risks can you identify for your project? There will always be some generic risks (such as computers breaking down the night before a deadline, health and family issues, and institutional changes). Do not include generic risks, though all of you should have backup of your files via Git. Relate the risks specifically to your project. For example, if your topic is to develop a game, there may be a risk that the software you choose to work with proves to be more difficult to learn, poorly documented, or not facilitate the features that it claims. These properties are often only discovered once you have commenced working with the software, and unless you have experience with a particular tool, there is always a risk that it may not work as well as you hoped, no matter how much prior research you undertook. Similar comments apply to hardware.

=====

WRITTEN CONTENT

ROLES - should i write about our roles in the future (10 weeks time)

Everyone was assigned specific roles by the end of week one. The majority of the members took the initiative to decide who should complete all stages of the content. All the members of the team were in agreement that everyone should participate and achieve to split all sections of the content with a fair mindset.

We decided to pick our own sections that we individually wanted to do and based on our current strengths.

Akeela	Similarly, to our last project, Akeela will continue to be in charge of the Tools section of the content and controlling the management of the Github and AWS. Akeela had also chosen to write about the Skills and jobs, Detailed Description (Aim) and Scope and overview. [Why did she choose this role/s]
Jessani	Jessani's sections of content that she was allocated were, Roles, Plans and Progress, Timeframe. Her central reasons for committing to these sections because she thoroughly enjoys planning and thinks her strengths would be useful within these sections. She was also assigned as the Technology Expert. Jessani's role is to create the HTML/CSS for the team website. This was decided in agreement with everyone in the group because she had written and created the previous HTML and CSS for their website.
Tanya	Tanya proposed that she would undertake the Team profile section that contains, Group Processes and Career Plans. She will also achieve to complete Testing and Tools and Technology. [Why did she choose this role/s]
Jade	Jade is the assigned leader of the group. She was assigned this role after she volunteered for it and when everyone came to an agreement to this during our previous project. It was thought that she was the best choice, because the team thought that she is a very organised, prepared and efficient team member and she was willing to take on the role. Based on Jade's preferences, she has chosen to write the content of the Project Description, Project Idea, Overview of the project and the Group Processes and Communications. It was in agreement that Jade was to write about the main Project Idea sections because it is based on her project idea from her profile. Jade is most likely more knowledgeable about the idea because she was the one that originally created it. In terms of video editing, it was suggested that she would edit because she was the only member that had experience in video editing. The rest of the sections she chose to complete were voluntary. [Why did she choose this role/s]
Everyone	The whole group has decided to complete the same sections of Group Reflection and Feedback together. This was established because all individual members are required to provide distinct and joined feedback towards the group members.

	Completing this shows evidence and the significance of how IT Girls are a group contributes to their work equally and fairly.
--	---

The lines underlines.. Need to ask the members on their thoughts

PLANS AND PROGRESS - what do we believe can be done ?

Content within grey boxes are notes to oneself

What i need to ask members every week

Start of the week (Tuesday Meeting) - what do you plan to complete?

End of week (Saturday Meeting) - What did you achieve at the end of the week? What obstacles did you encounter?

What the project idea will do:

[Need to write a detailed summary of what the project will do]

Process guideline for each section..

- What stage it was and when was it?
- What we did step by step - how we did this
- Decision conclusion and why we came to this decision
- What we expect would be done by this time..
- What stage we reached (based on what we expected)
 - State what we changed in immense detail if we did
 - What do we plan to do and not do?
 - What progress did we do?

REFER TO THE ASSIGNMENT AS A PROJECT.

STAGE ONE - HOW IT BEGAN

Week 1

Meeting Tuesday 4th May 2020 12:30pm

During the first week of developing our project, the leader of the group, Jade, had already prepared a document of the necessary content. We have used a google document that is shareable between all the members to edit with. The document was used as a draft for our content throughout the four weeks. After reviewing the necessary content needed, we created a plan in a table format of what we wish to achieve as time goes by. It was decided and finalised that we were to complete all of the content for our presentations by the start of our fourth week into our progress.

Within our weekly planner, we assigned our roles for each member and decided what part of the content every individual member would complete. Fortunately, the majority of our members managed to split the content equally in order to complete the project fairly. As regards to our roles, we chose similar positions to our last project we did. Jade is the leader and video editor for the video presentation, Jessani is the technology expert who illustrates a functioning website, Akeela is in charge of Github(Tools) and Tanya does a lot of the content.

Jade had suggested that our project should be about a website that educates the elderly on how to use technology in terms of communication. After discussing more about the idea, we came to an agreeable conclusion of choosing this topic as our central project.

We planned to have our meetings every Tuesday at 12:30 in the afternoon and Saturday at 1:30pm since it was suitable for all of our timetables. In our next meeting, we wanted to expand and improve our idea into a more significant concept.

Meeting Thursday 7th May 2020 11:00pm

In this gathering, we thought deeply about how we could improve our project. A realisation occurred in our minds, that our idea was too broad and that we did not have enough narrowed down concepts for our project that would be completed in time for our deadline. This realisation had reached us because we contacted a professor from RMIT university who specializes in information technology. He stated that our idea was too broad and that we needed to minimise our idea into something more specific. A broader topic for our idea would require more time than we have available to complete our project idea.

To resolve this, we chose to do immense research on the topic and brainstormed our potential ideas for our project. This was done within our shared document in a dot point format to vision all of our ideas.

Meeting Saturday 9th May 2020 12:30pm

Throughout this meeting, we discussed the ideas and research we have gathered. What the benefits of our project was, the target audience, appearance of the user interface, who our competition is and what potential features our product has. It was concluded that we would continue developing our project idea of assisting people who are at an advantage, particularly the elderly and people who have disabilities or who need help in general for communicating online with technology. The idea was to be presented within a website and tutorials would be taught in a step by step process using audio and video. An auto bot messenger was one of the many features that we wanted to include. In the next week, we require to have a finalised project idea with confirmed features and a target audience of our product. In addition to this, we aim to progress in completing our individual content parts.

STAGE TWO - STARTING OUR CONTENT

Week 2

Meeting Tuesday 11th May 2020 12:30pm

The next two weeks contain all members to focus firmly on developing our content for our project idea and website presentation.

At this time, the majority of us gathered research and briefly wrote dot points about our content. We considered how we will write it, what it would be about and how we can improve our content based on our research in order for better descriptions. For the remaining time, we cleared any questions we had and finalized finished sections that few members had completed.

Jessani had managed to complete the Roles section in the content. She completed everything for the section before the meeting. Although, she needed more information about why her members chose their roles. After asking them about their reason of choice, all members managed to complete the Roles section completely after clarifying their reasoning. Jade had also completed the Overview section and all members had proofread the content.

In the near future, Tanya plans to complete Career Plans, Tools and Tech and Testing, Akeela plans to complete the Detailed Description and Jessani aims to continue Plans and Progress.

Meeting Thursday 14th May 2020 11:00pm

We had finalised our features that we wish to use in our project and had decided what our target audience was. To achieve better improvements for our idea, we had reached out for professional feedback from the same professor from the previous week.

Based on the professor's feedback, we had to reconsider our target audience for our project. Originally, it was aimed towards the elderly and people who have disabilities. The issue with this was, it was too broad to cover in the amount of time we had. After some considerations and rethinking, it was concluded that our finalised target audience is mainly towards elderly people over the age of fifty five and towards people who are unaware or have trouble with communicating through technology in general.

The professor had also suggested different resources that we could gather as research and evidence for our project. It is also useful to see and compare what is already existing in terms of educating the elderly or other

similar platforms that have the same intentions as our project. Such as contacting a regional library or local community council.

The fundamental purpose of the meeting ended up being about refining our project idea and target audience. For the remaining time, everyone started and planned to work on their own content sections. Likewise, Jade finished her Group Processes and Communication section before this meeting.

It was expected that Jade would complete the writing for Project Ideas by the end of this week. However, due to the useful feedback the professor provided us, we thought it was best to postpone it until our ideas were settled.

Meeting Saturday 16th May 2020 12:30pm

The central advancement we produced in this meeting was developing our content. Everyone assisted each other whenever they needed guidance or answers to any concerns they had. Jade and Akeela collaborated together to edit the Github repository that was set up in relation to us sharing content and progress between each other. Jade found a couple of internet resources and imagery for our website presentation with Akeela. They encountered a couple problematic issues in regards to how to use Github and add specific files onto it.

Onwards, Jade started writing the Risk part from Timeframe, Tanya was writing her Testing section and Jessani was continuing documenting our current progress in the Plans and Progress section of the content. Akeela continued to work on Github (Tools) and was creating progress in completing Aims in the Detailed Description for the rest of the remaining meeting.

When appearing for Tuesday's meeting, Akeela plans to finish Aims from Detailed Description, Tanya intends to finish Testing, Jade wants to complete Risks and Jessani aims to work on both of her remaining sections of Plans and Progress and Timeline.

STAGE 3 - FINISHING CONTENT

Week 3

Meeting Tuesday 19th May 2020 12:30pm

Continuing with developing our content, we reviewed what everyone had done so far and clarified any concerns the members had for our project, regarding their part of the content. A few concerns we had was Jade's part of writing the Project Description. She found it confusing and unsure because she found part of this section unrelated to our project and did not adjust to fit it because of the question guidelines acquired from the professor. Despite receiving another response to her question via email, it still left her in confusion. However, Jade will ask this question the next time we meet him to clear this issue. In comparison, Jessani was concerned about what platform her team preferred for showing the timeline. They stated that she should use whatever she thinks is suitable and easy to use in terms of her abilities. Jessani had decided to use google documents instead of a platform like Microsoft Project. All members of the group preferred to use Google platforms when sharing documents or files between each other. Google documents can be easily shareable if IT Girls were to work with other people to edit, download or view.

Although, we had encountered an issue. IT Girls had spent a vast amount of time trying to get Github working. Initially, Github was difficult and confusing to use because she found that the whole system was over complicated for its purpose. Akeela had found that user interface and setting changes for the members was incredibly confusing because few members were not able to edit our repository within the website. Akeela still experienced a few difficulties, despite having already watched multiple youtube and online tutorials. It took her more time than expected to get used to Github, because there were no clear instructions on how to navigate on the site.

In this particular meeting, we tried to have all members create an account for Github to allow us to share our work on the platform. Jade was able to edit the repository the first time she was invited to it as a 'Outside Collaborator.' On the other hand, Jessani was eventually able to edit the repository by becoming an admin of it, after numerous attempts. Then Akeela sent various invites and invites to roles to Tanya, but she still could not add or edit anything onto Github. She still was not able to edit the content or the invitation had failed. This left us bewildered

and we could not get it to properly function with Tanya, she could only view it. To encounter this issue, we had decided for one member to upload her progress or anything she wanted to share with the group in the meantime.

It was planned for our Thursday meeting that we would reach out for extra assistance from the professor we always received feedback from in the past few weeks. All members had agreed to do this in order to possibly get Github working. Furthermore, we will do further research to gain knowledge on how to use Github most efficiently. Alternatively, if Github still does not function for us, other platforms will be used as a replacement. The replacement would most likely be Google Drive.

The team has continued to create efficient progress in our content counterparts. Tanya had completed her Testing section and will be proofread by Thursday. Akeela has finished her Aims section in Detailed Description and has begun Skills and Jobs. The Risk section underneath Timeframe was completed by Jade. Jessani had finished the content of Plans and Progress for the first two weeks and added to the Timeframe timetable. She will continue to document and plan the rest of the project's progress until all content and coding the website is done.

For Thursday's meeting, Akeela plans to finish Scope and Limits and Skills and Jobs. Tanya intends to start Scope and Limits then finish it by Saturday.

We are expecting the content to be done by our next Tuesday's meeting. Alternatively, because of our busy schedules this week, all content must be finished by next Thursday's meeting.

Meeting Thursday 21th May 2020 11:00pm

Jessani plans to focus more on the Timeframe content during the meeting. Beforehand, her Plans and Progress section became up to date with our current schedule during the time. She will update the Timeframe based on the Plans and Progress written content.

Meeting Saturday 23th May 2020 12:30pm

STAGE 4 - Finished Content and Developing the website

Week 4

- It was in agreement, that the person who did the html in the last assignment, is to also write the website using the same layout - but is modified to be more different
 - Members are willing to help if needed
- Our html website is a detailed itinerary of our profiles and project ideas - that can be used as reference for our interviewer to review..it is a another presentation but in a different format
- Writing reflections and feedback
- Need to use SparkPlus to also give feedback to each other

Requirements

Your HTML report should contain the following sections. Larger sections might have their own html page, as in. for example, "IndustryData.html" and be linked from the main report html page.

Team Profile

Tools

Project Description

Skills and Jobs

Feedback

Group Reflection

STAGE 5 - DEVELOPING / PRESENTING PRESENTATION

- Will take a week..

TIMEFRAME

TABLE:

This should be presented in the form of a table, with one row for each week, specifying as best you can the work for each person for each week.

- This means that the first six rows of the table will describe your progress so far(<--six rows????), and the remaining ten rows will be the plan for how the remaining time would ensue.
- Make a column for each person
- Make a column for what we want to achieve /have achieved during the week (milestones)
 - Each person has a
 - Milestone section (what they aim to achieve
 - Progress - what work they have done

Table will look something like this:

Progress= what was completed

For the member milestones.

Write what they have done during the meeting and what they want to complete by the end of the week. The milestone for each member is an individual milestone.

Weeks	Akeela	Jessani	Tanya	Jade	Milestone By the end of this week
Week 1	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Complete brainstorm process. All members expect to have all ideas collected for our project idea, have everyone's roles organised and a plan to follow for the next four weeks. Progress
Week 2	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Start and complete parts of Plans and progress Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: To have a final idea for our project idea and progress on completing our content Progress
Week 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Continue completing content Progress
Week 4	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Progress Meeting 1 Meeting 2 Meeting 3	Expected milestone: Have content and HTML/CSS completed. Progress

What other stages do I need for the next coming weeks? Development of content, presentation time, development of app- have user usability testing ; what stages do I need when developing a website?

[Refer to our content document for the whole time ^](#)

RISKS:

(someone else was assigned this in week 10)

