**CS2S567 Professional Practice and Employability:**

**Team Based Software Development Workshop**

**Portfolio 1**

A reflective

**Issue Tracking Portfolio**

Detailing own role in the team effort

**By**

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| Team Number | **5** |
| Team Task | Recruitment and Training Team |
| Own role(s) and tasks in Team |  |

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| Weeks 1 & 2 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | Learning a new software (Trello) and (Slack) was an experience.  Adding additional members to the group. |  |
| Actions | Use slack and help from Katie to create a group and add new people. We will be using Trello because we can set tasks for each other to do and then everyone can update them and let everyone know once it’s been done. |  |
| Outcomes | The new members in the Group have adapted very successfully and are ready and willing to work.  We use the software efficiently so that we can keep up on the tasks at hand. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 3 & 4 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | We have to decide on who is doing what for the presentation and have had another new member join on so we are now a group of 6. |  |
| Actions | We have split this group into 2 parts so 3 of us will be doing research for recruitment and the other 3 of us will be doing research on training. |  |
| Outcomes | This works much better as it is easier to give out roles within the groups. Once all of the information for the presentation is done we can then combine both for an overall subject. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 5 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | We must decide who is doing which page on the presentation. This is very important because this first presentation explains what we do in the company and how important we are. |  |
| Actions | We decided on the Monday that we would sort our selves out in a line and we would do a page each and go down the line, taking turns to talk. |  |
| Outcomes | Our presentation was very successful and only had one or 2 comments from the lecturer on what needed to be changed or updated due to small human errors. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 6 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | Going over the agile method also learning about a new method called scrum. These methods must be used in our work. These are supposed to help us. Having to create the database ready for our GUI so that we can save data. |  |
| Actions | Taking time as a group to go over the different methods and allocating work/tasks for each other to do over the next week. |  |
| Outcomes | Using Trello we have added tasks to our group page and can decide who is doing what tasks. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 7 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | During this week we realised that the team was disorganised and was unsure of who was meant to be doing what. |  |
| Actions | We all set up Trello accounts and created a board and added tasks with due dated and members. |  |
| Outcomes | This ensured that each member knew what they were meant to be doing and when they had to do it by. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 8 & 9 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | In week 10 we have our seminar on Slack and Trello, so in these weeks we had to make the PowerPoint and distribute the parts in the presentation equally. |  |
| Actions | We decided that since there are so many people in our group, it would be easier if we divide the work and each get different things done instead of all trying to collaborate on the same thing. |  |
| Outcomes | In the end we decided that it would be easier for 2 of us to make the PowerPoint, and then the rest of us will present it. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 10 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | We realised that the group was too big and we were struggling to find tasks for everyone. |  |
| Actions | We split the group into 2 parts, half the members are responsible for recruitment, and half are responsible for training. |  |
| Outcomes | It is now easier to assign tasks and track how much of the tasks have been completed. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 11 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | Coming to the end of the first term and our Trello plan had tasks that were due to be completed by the end of the term that we still had not completed. |  |
| Actions | The tasks were already divided between the group members because Trello allows you to assign members to tasks. |  |
| Outcomes | All group members contributed towards their tasks and are now up to data according to the Trello timeline. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |

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| Weeks 12 | **Project Setup** | |
|  | Team | Own |
| Issues encountered | We had to submit our portfolios to be marked, so we needed to work as a group to ensure that all work was completed and represented in the portfolios. |  |
| Actions | We divided tasks that had not been finished, or needed to be improved, among the members of the group. |  |
| Outcomes | All the work that was meant to be finished (as shown on Trello) was completed and the portfolios were updated. |  |
| Reflection on own issues and actions |  | |
| Evidence of own activities |  | |