JZTC Progress Report for Iteration 3

The progress report comprehensively overviews our group's activities and reflections during Iteration 3 for Team JZTC.

Group members:

**Joenella Hiko**

**Zoe Proudfoot**

**Tainui Weti**

**Cairo Bullen**

# Group Reflection

**Key learnings:**

* We learned markdown language
* We learned how to improve our efforts to collaborate work on our Google Drive and GitHub.

**Challenges faced:**

* **Workflow management:** The local file storage needed to be more organised as we were losing track of data. We have had to create a new repository to reorganise.
* **Time Management:** Team members needed help balancing the workload. It has been challenging to complete group tasks when members are absent, putting the project at high risk.

**Achievements for Iteration 3:**

* We produced a risk register and matrix for the project
* Documentation for Group Meeting Report for Iteration 3
* Collaborating and uploading documentation onto GitHub
* User Acceptance Test

**Improvements:**

* Sharing Ideas and Collaborating more often: Team members/Stakeholders must be present at daily meetings to be able to discuss and resolve any issues that can be addressed to achieve a better outcome.

Individual Contributions

## Joenella Hiko

## I was responsible for consistently communicating with and supporting the team to ensure the completion of tasks for all stages of the final handover through email, chat, or face-to-face interactions. I also created and maintained documentation for all stages to be uploaded to GitHub. Additionally, I assisted with group meeting reports for iteration 3.

## Zoe Proudfoot

For Iteration 3, my role was to provide support for GitHub. Leveraging my previous experience, I assisted team members by demonstrating how to use the platform, upload files, and create pull requests.

Created a Risk register for the team.

## Tainui Weti

Created the Wiki and cleaned the repository by creating a new repository. I combined all the group meeting reports into a single .md file and added it to our wiki.

## Cairo Bullen

Contributed to the resource needs table for iteration 2 and uploaded some files to the group’s repository on GitHub.

I created a risk matrix.

Refer to the GitHub Link: <https://github.com/zoeannp/jztc_group_project> for evidence.

## In our GitHub Repository:

* Stakeholder register
* Personas
* Group Meeting Reports for Iteration 1
* Progress Report for Iteration 1
* Gantt Chart
* Resource Needs Table
* Progress Report for Iteration 2
* Group Meeting Reports for Iteration 2
* Combined all Group Meeting Reports and formatted to .md
* Kanban for Agile Project in Projects on GitHub
* Risk Register
* Risk Matrix
* User Acceptance Testing
* Group Meeting Report for Iteration 3
* Progress Report for Iteration 3

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