Progress Report

The progress report serves as a comprehensive overview of our group's activities and reflections during Iteration 2 for Team JZTC.

Group members:

**Joenella Hiko**

**Zoe Proudfoot**

**Tainui Weti**

**Cairo Bullen**

# 

# 

# 

# 

# 

# Group Reflection

**Key learnings:**

* We learned how to create a Gantt Chart on Microsoft Excel.
* We learned how to make GitHub Repositories, and how to invite collaborators to work on them as a team.
* We learned how to improve our efforts to communicate effectively between team members. While we have improvements to make; we have made progress.

**Challenges faced:**

* **Communication Hurdles:** Despite efforts to maintain regular communication channels, there were instances where messages were not relayed effectively, leading to confusion regarding task assignments and deadlines.
* **Technical Difficulties:** Some team members encountered technical issues with accessing or using certain software tools essential for project management and collaboration, which hindered progress on certain tasks.
* **Time Management:** Balancing individual responsibilities with group commitments proved challenging for some members, resulting in delays in task completion and project milestones.

**Achievements:**

* **Establishment of Communication Protocols:** Despite the communication challenges faced, the team successfully established clearer communication protocols, including designated meeting times and preferred communication channels, to enhance collaboration and information sharing.
* **Effective Task Delegation:** Through the efforts of the Project Manager and active participation from team members, tasks were delegated efficiently, ensuring a fair distribution of workload and timely progress on project deliverables.
* **Creation of Comprehensive Project Documentation:** The development of a detailed Gantt chart by Tainui and a resource chart by Cairo provided the team with valuable visual aids for project planning and resource allocation, contributing to improved project organisation and management.

**Plans on improvement for Iteration 3:**

* **Enhanced Communication Strategies:** Implementing additional communication strategies such as regular progress updates, status reports, and more frequent check-ins to address any emerging issues or concerns promptly.
* **Technical Proficiency Development:** Providing support and resources for team members to improve their technical skills and familiarity with project management tools, ensuring smoother collaboration and reduced reliance on external assistance for technical issues.
* **Refinement of Time Management Practices:** Implementing time-tracking tools or techniques to monitor individual and collective time management more effectively, identifying areas for improvement and adjusting project timelines accordingly.

Individual Contributions

## Joenella Hiko

My role as the Scrum Master was to delegate tasks and group meetings for Iteration 2. I can support this by being present at meetings , communicating face-to-face, email and chat.

Tasks included:

* Creating the Progress Report so that each member can contribute towards the group reflection and their own contributions.
* Communicating to the team regularly.
* To ensure the resource needs table was accurate, completed and uploaded to GitHub.

## Zoe Proudfoot

For Iteration 2, my role was the note taker during our group meetings. I also created the team’s repository on GitHub, and invited the rest of the team members for collaboration.

## Tainui Weti

Developed a comprehensive Gantt chart to outline the project's timeline and tasks, ensuring clear planning and effective management.

## Cairo Bullen

Contributed to the resource needs table.

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

## In our GitHub Repository, we have provided:

* Gantt Chart
* Project Progress Report
* Resource Needs Table
* Group Meeting Report 1

|  |  |
| --- | --- |
|  |  |