

Process Report

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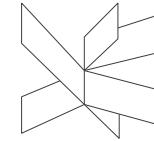
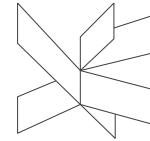


Table of content

1	Introduction.....	1
2	Group Description.....	2
3	Project Initiation	6
4	Project Description.....	7
5	Project Execution.....	8
6	Personal Reflections	9
7	Supervision.....	16
8	Conclusions	18



1 Introduction

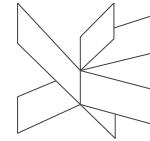
The process that we have been through during the project was not easy. It was with lot of meetings, discussions and researches.

SEP1 was meant to help us with all the struggles that we could had during the project. This is why we had meetings every Thursdays during the first semester project. Our meetings were about 4 hours. If there were a need in much more time we could stay more. We used a scheduling tool that helped us to manage our time and put the deadlines – Monday.com. This tool was meant to help us to do everything on time. There was easy to see what is needed to be done what is in the process and what is done. With it help we had a good overview of how the whole process looks.

Every document that we wrote were uploaded on OneDrive in order to be accessible by every member of the group so he/she could edit, add or delete at any time the information that needs to be changed.

Classes as SDJ was the ones that start to make us to understand how a program works from inside. It built our knowledge in programming in order to make us capable to implement our project.

We also get help from the supervisors that new exactly what to advise us to do. We contacted them by email or directly after classes to arrange the meetings.



2 Group Description

We are group number 3, and in our group, we are 5 members; Lucas Kaass Møller, Pavliuc Bogdan, Bors Dementie, Justinas Jancys and Nicoleta Sova.

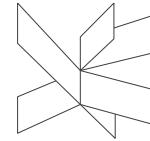
Lucas lives in Randers Denmark and is 20, he has a brother and his hobby is taking photos and then editing them. Lucas knows 3 languages: Danish, English and German. Prior to starting at VIA Lucas studied for two years in the US and graduated from High School. Lucas began his Danish gymnasium, however, dropped out as a result of being accepted into VIA's Software Engineering Program. He chose to study Software Engineering at VIA University College because he wants to work with IT and Software and the course fits him.

Dima is from Moldova and he is 23, he has 2 older brothers that are already married. Dima has finished faculty of Electronics and Telecommunication in his country. He had an internship at "Extralan" a company of Network administration. He knows 3 languages: Romanian, English and Russian. Dima chooses to study here because he already has a background, but he wants to improve his knowledge and VIA will help him to achieve his goals.

Justinas is from Lithuania Kaunas, he is 19. He has one brother and he is 26. He finished Catholic Gymnasium in his country. Justinas knows 3 languages: German Lithuanian and English. Justinas finished several courses at a weekend young computer users' school where he was taught robotics and programming. Also, he studied C++, web design and web programming. He was a part of a volunteer soldier education, that taught young children patriotism and gave the basic taste of a soldiers' life. From grade 8 to grade 12 he took a part in extra lessons for programming and robotics. For him was clearly that will choose this area because he already had a knowledge in this, also he wanted to force himself to become more independent and grow up.

Bogdan is 18 and he is from Moldova, he has a brother and a sister. He was part of the High School Senate and he had 2 weeks of exchange at Lyceum of Science Academy also he was volunteer at "In Da Wood" music festival. Bogdan speaks 4 languages: English, Russia, French and Romanian. His hobbies are cycling swimming and basketball. He chooses to study here at VIA University Collage because he wants to activate in IT area.

Nicoleta is 21 and she is from Romania, she has a brother that lives here in Denmark. Nicoleta's hobbies are dancing and writing. The love for writing made her be a volunteer at libraries for 2 years. She has been studding at Medicine College in her

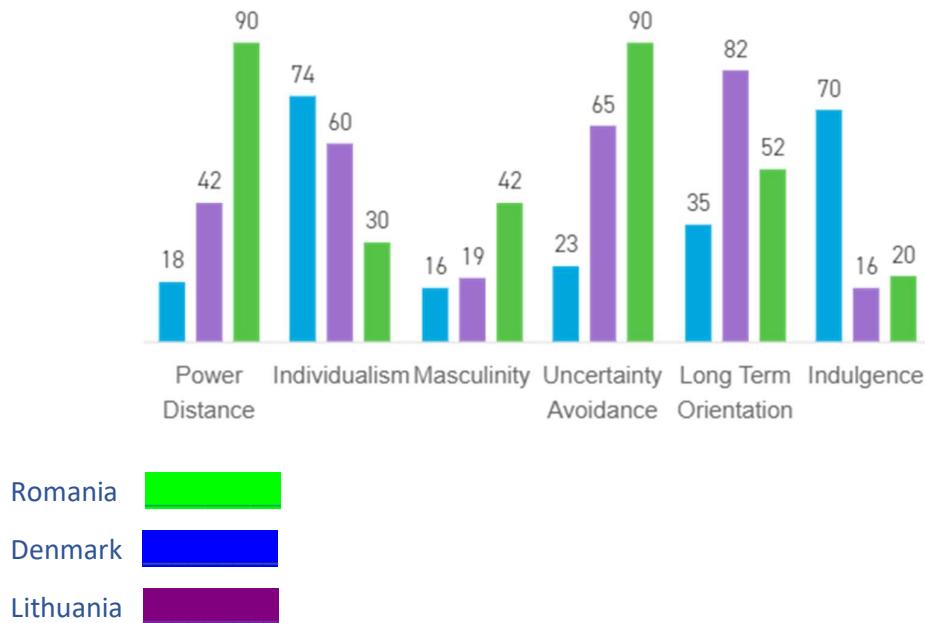


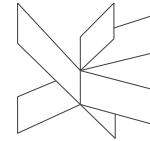
country for 3 years and finished it. She knows 3 languages: Russian Romanian and English. She has been studding in VIA at Marketing for 2 semesters and decided that IT will fit her better because in High school she liked Math and informatics.

One of the best things about our team is having different nationalities. Lucas is from Denmark, Bogdan and Dementie are from Moldova, Justinas is from Lithuania and Nicoleta from Romania. Being from different countries leads us to be more interactive and help each other in order to be more open to new cultures and new people. We think this is very important because it makes us to understand people better. We are all different and we discover each other every day by talking about our families, food, life experiences, schools, politics sometimes, and other interesting things that help us to know each other better in order to become more than just classmates.

In order to be responsible, we all signed the group contract. In it we specified that we have to meet at least 3-4 time a week, to deliver the work on time, to announce if we will be late at the meeting. Also, we agreed on discussing if someone doesn't like the way our group works in order to avoid misunderstandings in the group.

Moreover, to be a good working team we looked at the Country comparison because we think that knowing who we are working with is very important.





Denmark: People from this country are more individual and tend to make their own decisions. Also, they don't agree that power in institutions is distributed unequally and they think just about good things in life.

Romania: Those from this country think that power must be distributed equally between the members and they always are ready for new changes in order to be prepared for the future.

Lithuania: Individuals from this country think that preparing for the future is always a need. Also, they are not used to think about good things in life and they are more independent when it comes to a group work.

The 6-D model of national culture made by Geert Hofstede came with the issues that society needs to come to term with in order to organize itself. All this information is relevant to us. Due to this we knew to expect from Lucas individual decisions. We knew that it is not an egoism, but it is his way of being and his way of solving the problems of our group during the project.

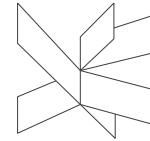
Also, we knew that if somebody from our group which is from Romania/Moldova, will ask for more work, we should not think that they want to do everything by their own and they don't trust someone else. It is because they want the work to be distributed equally.

As for Justynas, which is from Lithuania we also knew what to expect. His work was mostly done individually, and we knew that we have to get used to this because this is his way of doing his parts.

All this knowledge was relevant to us because with is we avoid conflicts. We understood each other's actions better without a need of an explanation with the help of this model.

Another big help for our group were E-stimate Personal profiles that we got after we fill in out the questioners. Due to them we knew how a person from a RED/BLUE/YELLOW/GREEN color would act. This knowledge is relevant for a group in order to maintain a good and friendly relations.

For example, Nicoleta is green which means that in a good day she would be very understanding, and she will consider other ideas and opinions. It is easy to work when a person is more open and easier to understand if she was wrong. Which think we can't say about her bad days where she is too touchy and takes everything in the consideration, even little things. In this kind of days, we try not to focus on her emotive speeches and just try to live her with her thoughts not to make her fill worst because of us.



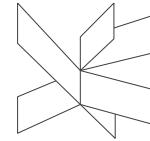
Dima is a bit of blue red and little of yellow. He is very disciplined and exact in what he is doing also he is inventive. He is detail oriented and he always want to do his job very well and précised. On his bad days he becomes slower and he can't concentrate. He is more sceptical and we know that we have to give him explanations and proves why we did the way that we did. It is a useful information for us because if we would not know about this, we would think that he is too rude, but we know that it is not like that.

Lucas is mostly red, and he is demanding, determined and goal-oriented. He is good when it comes to put the goals for the project and what we were supposed to implement. That was really helpful during the project because mostly we knew what work everybody has. He also is impatient during his bad days and he could just go alone and do his part on his own without us. It was strange for the beginning when we didn't know that this is just because on his profile red is dominant. We decided just not to pay attention on it and think positive because he was doing everything great except even though without us.

Justinas is a combination of blue and green. He is Systematic and he always was trying to find methods and solutions for the problems. He also is loyal but when it comes to his bad day, he starts to be cool and hesitant. As we know that he can be like this in those days we try not to pay attention on his cool answers and not make him feel defeated by us

Bogdan is Blue and green. He is understanding and people oriented but sometimes he is slow, cool and also touchy. Not to make him fill outside of the group, we were trying to talk more and have conversations to make him fill free when he is with us. So that hesitations that he can have to disappear.

We think that all this information about personal profiles is very useful. In a lot of times we avoid misunderstandings and it was really easy to know why someone acts one or another way in order to know how to act. We also tried to use this information in order to have a better working group. We knew that in a group is a need of all colors and it is good because we mostly have all of them. A red to be pushed all the time that we were stuck. Green to give some understanding in hard situations and blue to have clear and exact view to the hole project.



3 Project Initiation

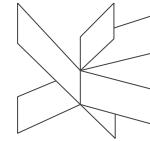
Project Initiation Phase is the most crucial phase in the project. Here we define the scope and arrange our team.

This project was given us by the supervisors in order to asses our knowledge and practice our skills. The group was formed based on having different nationalities in order to be more sociable and open to other nationalities. For the beginning we were 4 and then one more member came in our group.

As a team we all work on this project together. First, we made an agreement that would be helpful during the project. It was not a big issue for us as we agreed on dividing tasks when it will be a need and working in pairs by making the work more efficient and easier, so everyone could contribute in the project. Also, we agreed on meting about at least 3-4 times in week in order to make everything in time. We planned to start by looking and searching for the information, discussing and debating what is necessary to be written and what not. Looking at all papers, presentation and information that were given to us was another thing that we agreed to do, in order to be able to start the project. A big help for a good start were guidelines, because with their help it's easier to know exactly what to do. Also, we knew that if we would have a question the supervisor would be here to help and give an advice in order to push us in the right direction.

In the initiation phase, we agreed to prevent the development of false expectations concerning the results of the project. Even though our planning didn't go successful and a lot in our Analysis, Diagrams and Design phase were incorrect and were not finished and done we still had been trying to manage everything.

The results of the project would lead us to solve customers' problem and develop our skills and knowledge.



4 Project Description

Eurofins provides the society with environment testing using their technologies so that people could choose the best tested products. The main idea of the project is to create a product that will make our customer's life easier. A time schedule program that could easily know what needs to be done every day using a user-friendly system so that managers would have an easy platform where they could create the time schedule. This is needed to be done because now they are using an old-fashioned way of dealing with this problem and it takes a lot of time and it might also have errors.

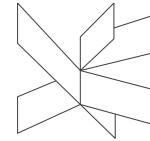
The goals that we want to achieve with this project are simple:

- I. Create a good working software.
- II. To fulfill customers' need.
- III. Make an easy to use program.

All these goals give us a good and clear understanding of what we should finally get- a software that fulfills customer's needs. A tool that is timesaving and easy to use by the managers this is what we wanted to achieve at the end of our project.

In order to have a good project we had meetings with the company that helped us to know it better. We wrote a background description that would help as have a better overview about the company that we are working with.

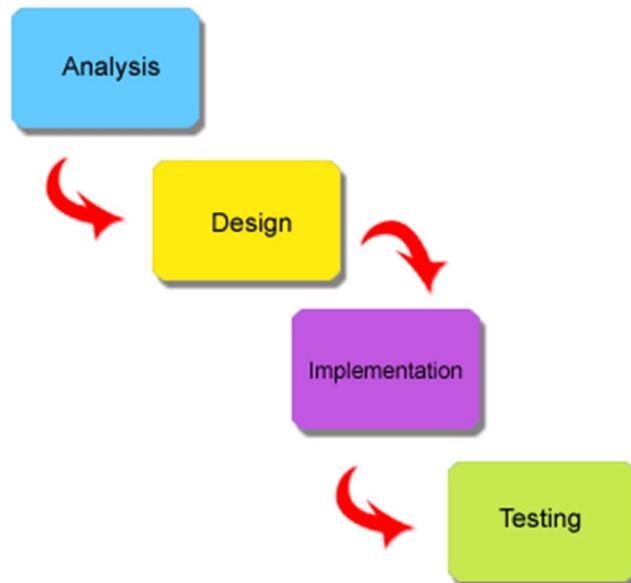
We had presentations where we presented our project description to the other group and got feedback from the group and from the supervisors. It was important to have a feedback because with it helped us to see what is good and what is not in our project, we can make some good changes that will lead us to have a better project.



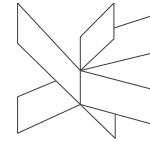
5 Project Execution

As we had a tool that manages our time and tasks, at the beginning we didn't have any problems with time scheduling. We all had a task that must be implemented till the deadline.

Waterfall approach was the method that we used for this semester.



In the analysis part we first determine the problem that the company was dealing with - scheduling the work. From the presentation and from the QNA session we created the requirements, that reflected the wishes of the company. From that we easily made the Use Case diagram and descriptions. Problems started appearing once we started the design phase. As soon we created the class diagram, we noticed, that we had a lot to do. Even after rushing through the steps, there were still some things we didn't get to implement. We haven't implemented the controller, nor the WorkSchedule class and the link between the Graphical User Interphase and the controller.



6 Personal Reflections

★ Bors Dementie:

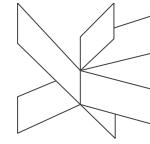
If getting to my background I have had the experience of working in groups before but the only new thing for me was operating with people from different nationalities. At first it was confusing the way I should collaborate with them thinking about the contrast in our mentality and mother language, as I spend a lot of time to explain my ideas in English, but here the group contract came to help us to get along together and try to understand each other. Our contract consists of few important points that means to respect each member of the group and the job everyone is responsible for.

Despite our well-constructed contract, for me it felt like lack of communication inside, which resulted in being a step back with the given tasks. I think that if there would be more communication, we could fix all the problems that appeared after the feedback, which could be a good point in another new contract.

Nevertheless, our team members participated in the project work more or less the same. My responsibility on the job was the design and a part of coding, I chose these parts because they are my strength and I knew I would be able to make it work. The other members worked upon the tasks according to the experience they already had, or they wanted to obtain.

On the other hand, for me this project was interesting from the start, as long as I wanted to know how we can create a program with GUI that will properly work, and I would be able to use. This was my biggest motivation to participate and put my hand in the group work.

Finally, a group work taught me the importance of splitting the tasks through the members and helping people in need so that the job will be well done and quick. The advantages of a team work are the multiple generator of creative ideas and the permanent check on the problems or mistakes, which result in productive and



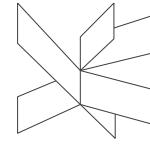
innovative outcome. While a disadvantage can also appear as differences in the ideas and goals that can end in a job inconvenience.

Personally, I believe that my fault was trying to focus on multiple tasks therefore not managing was trying to focus on multiple tasks therefore not managing the main goals of the group, which I am sorry about and gives me a reason to act in a different way the next time I get a possibility of working on a project.

★ Nicoleta Sova:

My experience during working with the project was a good one, even though I had a lot of misunderstandings with the project. For me it was a good challenge because here I tested my abilities of working in team. I have tasted my knowledge and the way I am dealing with problems that appears and how do I overcome all the issues. Project work was not easy at all, more over for me it was hard, and, on some points, I didn't know what I should do. For example, I had some misunderstandings with my previous group where I wasn't fill free to express myself and were my ideas were not taken in the consideration. To solve this problem and not to feel useless I have asked for supervisors' help and I changed the group. I think that it was a good way of solving this issue and I don't regret at all. Here I feel free to say my point of view.

A good thing of our group was that we have very friendly way of working that makes you feel good and free. I liked that we were able not just work on the project but also talked about us and about everything that we wanted to. We also understood if someone were not able to come at the meetings or if someone had to go home earlier because of the work. In my opinion it was good that we were so open to each other. We were not afraid or shy to express ourselves or to say our ideas because one of our rules were that we must listen to each other and accept all the ideas.



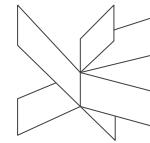
We all were motivated to give the best we can from us in order to make everything that is needed. We all were coming on time and if somebody were late or missed the train we announced.

It is really good to work in a group because in this way we can learn from each other and become better. As we saw, sometimes one knew the way of making the project while others were stuck so we helped and explained every time somebody asked for help.

Also, I think that supervisors are very helpful during the project. They push us in the right direction without telling us exactly what to do. This is good because in this way we learn to be more responsible and this makes us work more and more. Another important thing that helped me in my way of making the project were the guide lines and all provided information. It is a good and helpful idea of having them and giving them to us.

All the time during the project I felt up and down, I was scared at the beginning and then secured and then again scared because I know that we could do better. Now I know what a project is and what problems can appear during it, so I think that I got a very good lesson and I am ready for another work.

During my next Project I will be more talkative, and I will not be scared to say what I think. I will try to work more because now I think that I could have done a better work. I am sure that I will try to solve conflicts that will appear in the group and not run from them. Also, I think that I will try to work not just on a written part of our project but on implementing some parts, because during my first semester project I understood that I have started to understand better how to do some implementing parts of the project. I will feel more confident because I already know what to do and how to do it to make a better project.

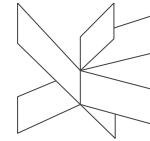


★ Justinas Jancys:

In my high-school education, I wasn't really getting used to working in groups. When we were told that all of our projects will be done in groups, I was shocked and discouraged. But after some of the hand-ins I got used to working in groups rather than working alone. Some might say, that a group contract is what makes the group work more efficiently. But from my perspective, I would say, that it is either unnecessary or it has to be more detailed, instead of being strict it should be fun. For example, I would add a point saying, that – "A group member, who is late to a group meeting has to treat his team members with sweets or drinks".

Besides that, I felt responsible for the group projects failure. I know that writing a document is my weakness, so I always feel guilty when we need to write something. Furthermore, if there is something needed to be programmed, then from my guilt I feel responsible to take on all of the programming part of the project. Thus, sometimes I feel like I'm not sharing the work and just hogging it all for myself. And since many people say, "Practice makes perfect", then once again I feel guilty for not letting other of my group members try to do some work.

Last, but not least, since our group has a very diverse number of students of different nationalities. From the start I thought that I might have chosen a wrong group, because some of my group members have very rough accents, thus making their English hard to understand. Besides that, of course English isn't our first language, some of us sometimes struggle to express what we mean and making communication difficult. I'm not sure what I benefited from a multicultural group, but I for sure can say, that having people whose English need practice has taught me to be more precise. And instead of before just telling someone briefly what you are doing, sometimes I need to go into detail and explain why that is needed. This would be useful writing manuals in the future.



To be honest, next time I am involved in a project I will try to be more front-up about my strengths and weaknesses, so that we can more accordingly split the work, or even get some training while working with someone.

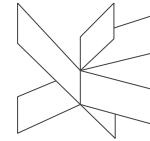
★ Lucas Kaas Møller

Our group contract was structured and outlined our hopes as to how our group should work and function. Within it we stated that most of our work should be done at VIA and that everyone should be present, if there was no valid reasoning behind the absence. Furthermore, the contract stated that we as a group should be able to present and receive criticism of the work that we have done, so that our final product would be as good as possible. This should of course be done in a professional way, where both the person who is giving the critique and the one receiving it are having a dialog about this.

I experienced that these points were met very well in our group. We often met at VIA and did almost all our work here. We often sat down and went over things that we had done individually to obtain a broader view of the problem being worked on. In my experience, all criticism was given and received well and in an appropriate tone, where the different options for an alternate solution was presented and discussed. This led to us solving issues as a group instead of individuals taking those decisions on their own.

I felt that my area of responsibility in the group was to try to keep things structured and make sure that the things needed to be done would be done. I'm not very strong in coding, however, my writing is good. Therefore, I volunteered to read through the paragraphs and reports that was written throughout the project and correct the grammar and so on.

Our group worked very well together, we all had expectations to each other of what work should be done. This led to us often getting the things done that needed



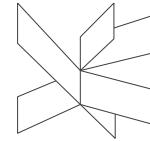
to be done. Everyone contributed to the work and asked if there was anything they could do if they were not sure what to do next.

I believe that every group member worked their hardest in the course of this project and tried to use their personal skills to ensure that we would deliver the best possible product. We all sat down and talked about where each of us excel within the needs of the project to ensure that everyone's expertise would be utilized.

We experienced a few ups and downs on the way. It gave the group a positive boost whenever something would be done and set thing would work. This encouraged us to keep working. On the flip side, we were very demotivated after our first supervisor meeting with Michael. Here we learned that our project had some flaws and needs that we needed to fix as soon as possible. This led to us having a meeting of how we were going to finish the project with a reasonable product. It took us some time to overcome this obstacle, but we encouraged each other, and got back into the working-spirit that had kept us going and would continue to do so.

Working with different cultural backgrounds was evident within the course of the project. We all had different ways of thinking when it comes to how a project should be fulfilled and the ways of getting to the final product. However, we figured out quickly that it was crucial and important to listen to all in the group. Furthermore, the cultural differences, as a side effect, gave us breathing room in the way that we sometimes started talking about our values from our home country. This led to us sometimes using five to ten minutes talking about dishes and drinks from our own culture and thus gave us a small break with the project so that we could continue to work with a fresher mindset after.

During this project I learned that I sometimes needs to be more patient and learn to work with people with a different approach to large projects. In the previous projects I have done, we all have the same ethic towards how to finish the project, however, with my group here, due to the different backgrounds, I learned that it is



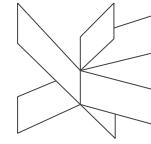
often important to have communication throughout most of the project and not just whenever progress and work had to be discussed.

Next time that we will have a group project, I will most definitely try to be less aggressive in such a way that I tend to want to have everything under control and ensure that everyone is doing their part and, instead, focusing on the work that I personally must do first.

When working with a problem where we as a group need to come up with the solution, it forces us to think and analyze the problem. When doing so, we learn how the steps of solving customers problems and meeting their needs would be in the real world. It gives us a great idea of how the process of what we might want to do when we're finished at VIA would look.

One of the issues with this way of doing problems is that it requires a lot of time and effort to complete. Because of this, I felt like our final product lacked some functionalities as a result of us trying to meet all demands and needs of the customer, which might have been too many in my perspective.

A problem formulation shows that you have correctly identified to problem and are able to explain so. This ensures that the whole project isn't misunderstood.



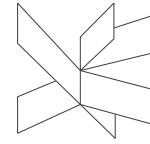
7 Supervision

The biggest help for us were supervisors that were giving advises when we were stuck. We think that this is a good idea because it helps team to grow during the project and not spend too much time on one little thing. We were feeling secure because we knew that if we will have some problem there is someone that can help us. As the supervisor is responsible for the productivity and actions of our small group, we knew that everything will be fine, and we asked for help every time we needed.

For example, the first meeting that we arranged was with Michael Viuff and it was helpful because he showed us a lot that misses in our project.

At this meeting we shown to the supervisor what we had by then. We have shown the Analysis part and all the diagrams. Michael saw a lot of errors in it. For example, we didn't have the clear explanation how the schedule will be made by team leader. He explained that we have to specify step by step what a team leader must do in order to make a schedule and that we have to pay attention on the pre-conditions. Another mistake that our supervisor detected was that all our Activity diagrams were not explaining clearly how the program works. Also, he said that diagrams must be done very specific in order to understand easy how to reach some point (for example to add an employee in the list). Also, Michael said that we must focus more on making a good analysis without errors and on the design that matches all the requirements that we have stated.

At the second meeting with him we showed what we have changed in our analysis. We showed the renewed use cases and use case description of them. Also, we showed the activity diagrams that we changed as he advised us to do. We show him a part of the design and he again found some missing parts. He said that it's not clear how will the team leader see if he added enough people depending on the week. He also said that we need somehow validate that a week is finished, and all the analysis are done.



We were also talking about the Processes Report and Project Report in order to figure out some things that were not clear to us. At the end we agreed on finishing the model with all the methods for each use case. Also, to have the layout of GUI till Monday and on Monday we will manage what else to do in the other days that left.

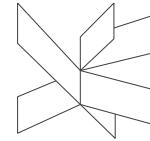
Third meeting with Michael was better than the last 2 but still with some gaps. The supervisor was trying to help us with the code supplying the day of the week. He told us that even though we will not be able to implement the coding and make the code be connected to the GUI we still must put the GUI in our project because we have AI and we spend time on working on it.

All 3 meetings were good for us because after them everybody knew what to work on and what is needed to be done till the next meeting in order to make the project in time and as good as we can.

We had one but very clear and helpful meeting with Mona. During that meeting we were explained what to do and what is missing. Also, Mona answered at some questions regarding project execution and what we must specify in it. She told us that we had to explain the Waterfall approach and helped with the project description.

We think that supervisors play an important role, because they are the link between group and product. Supervisors make us be more organized and help us to maintain control and discipline, also they make sure that all our goals and targets to be fulfilled in order to deliver the product that is needed.

It is good when someone else is aware of what happens in the group and can be quick solution for a problem. As we saw, supervisor is one of the most important aspects of working in a team.



8 Conclusions

Working in a group is not easy but it is not hard too if you know the members of the group and their behavior. When you start to know a person, you understand way he/she acts this way, so you do not judge anymore. The best things you can do when you are working in a group is to try to understand, hear, help and accept the person you are working with.

When somebody doesn't show up at the meeting or is late do not start to judge him/her but try to talk and ask why, because there is always a reason behind. A good talk will clarify everything and avoid the possible conflicts.

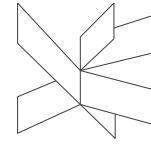
Listening to people's opinion is a very important thing when you work with a group because everyone wants to do something, and everyone want to contribute in the work. Also listening to different opinions will make the project better because not always the ideas that you have are the best.

Help is another thing that shouldn't miss in a good working group. It is very important to give and be helped, like thins the work will go faster and you all will be sure that everything is clear to everyone.

To accept the person that you are working with is another important part of a good working team. People are different so their way of thinking is different, their actions and their ideas are different too. This must be taken into consideration because in order to be a good team.

Things that a group should not do:

- I. Deliver the work later.
- II. Leave all work on one person.
- III. Not to talk too group members.
- IV. Not listen to each other's opinions and ideas.
- V. Not be responsible.
- VI. Not forget about group contract.



VII. Not respect the rules

All these things and other must be avoided when you are working in the group. These things are important because we think that communication and respect are the keys for a well-working group and for a well-done project.