**CS2S567 Professional Practice and Employability:**

Team Portfolio

**Team Based Software Development Workshop**

**By**

1. *Zaki Zaidi 30010702 week 3 to 6*
2. *Kerri-Anne 30014123 week 7 to 10*
3. *Saleh 30001162 week 11 to 14*
4. *Hossam 30008722 week 15 to 18*
5. *Luke 18030327 week 19 to 22*

**Recruitment and Training system**

**TEAM 5**

**Roles**

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| Team Task: | As the recruitment team our main task is to make a GUI for employment of new staff. We also provide training options. |
| Roles within the team: | Kerri-Anne -  Team leader, scrum master, coordinate communication between Teams, Trello and our Gannt chart. Main repository and help with team portfolio and coding.  Zaki –  Project Owner scrum. Main: Seminar for all three phases and help with team portfolio and coding.  Saleh –  Main: LSEPI which includes the Terms and conditions (for the GUI) for all three phases and help with team portfolio.  Hossam –  Main: QA for all three phases and help with team portfolio and coding.  Luke –  Main: LSEPI and QA and help with team portfolio and coding. |

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| Weeks3 & 4 | **Project Setup** |
| **Author:**  **Zaki Zaidi** | **Team Log** |
| **Activities undertaken** | 1. Communication method was decided that it would be done on Microsoft Teams. 2. Planning and to do list for this project will be done on Trello. 3. Roles were divided among team. 4. A team meeting day was set on every Monday and Thursday. 5. Team Repository was created on GitHub. 6. First basic draft of GUI was created |
| **Outcome of QA activities** | * Some of the team members were uncertain about their roles in project. * A repository system was needed so everyone can store their data in one place. * The first draft of GUI was needed to have a better understanding. * tips for improvement skills in python |
| **Activities resulting from QA process** | * Team members were asked to read the handout and watch the video explaining the whole task so they could have better understanding of the project. * Everyone was asked to create a GitHub account so they could understand the team’s repository system. * The first draft of GUI was shown on a diagram showing how the final stage would look. * Team was told to improve their python skills from MyLabProgramming as that would be essential for our project |
| **Evidence of activities** | Appendix:  Item 1 – Team agreeing for a team meeting |

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| Weeks5 & 6 | **Project Setup** |
| **Author:**  **Zaki Zaidi** | **Team Log** |
| **Activities undertaken** | 1. Planning for seminar was started. 2. First draft of seminar on PowerPoint was created. 3. UML was showed of the draft GUI to visualize the working of the GUI. 4. Importance of LSEPI was discussed with the team. 5. Terms and conditions of GUI start page was created. 6. First draft of LSEPI was showed to the team. 7. Quality assurance document was presented to team for feedback. 8. Members were asked to create PowerPoint slide of their work for the seminar |
| **Outcome of QA activities** | * We needed a pattern for seminar and how it should be created and who would take which role in it. * UML diagram of GUI was needed to have better understanding of the GUI. * Team was asked to report back about MyLabProgramming for python. * LSEPI and along with terms and conditions of GUI were needed. * Font of LSEPI was asked to be changed. * Preparations for Team Seminar was needed to be done as date of seminar for team 5 was 30/11/20. |
| **Activities resulting from QA process** | * A draft of seminar on PowerPoint was shown to the team so they may know how to work on their sections also team were told to present PowerPoint slide of their section of the work. * It was decided that we would add our UML of the GUI on the seminar, so a UML diagram of the draft GUI was shown to the Team. * Team helped each other in understanding of python. * LSEPI and Terms & conditions were created for the GUI. * Font of LSEPI was changed. * Every team member decided to make PowerPoint of their role for the seminar |
| **Evidence of activities** | Appendix:  Item 2 – Trello board was set to keep the track of team’s progress |

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| Weeks7&8 | **Project Setup** |
| **Author:**  **Kerri-Anne**  **O’Brien** | **Team Log** |
| **Activities undertaken** | 1. Luke as our newest member was invited to attend our next meeting so we can all introduce ourselves and explain our roles and add him to all our collaboration tools and assign him some tasks to contribute to the team. 2. All slides were added to the seminar for phase one from all team members. 3. The second draft of the seminar for phase one was created. 4. LSEPI and Quality Assurance documentation was changed from PowerPoint to Word. 5. Second design of GUI was created, and some code added using Pycharm. 6. Kerri-Anne was added as the main person from group 2 Team 5 to the main repository. |
| **Outcome of QA activities** | * A deadline was created so that all team members knew when to give in their slides and plenty of time was speared for correction. One final revision needed. * A date was set for all members to complete chapter 3 of My lab Programming and screen shots were asked for so we can put them on the seminar as evidence. * To make sure the LSEPI and Quality documentation was in the right format an email was sent to Shaily for confirmation |
| **Activities resulting from QA process** | * The date for handing in all slides and completing chapter three of my lab programming was set to 20th November. This is roughly a week before the seminar is due so that corrections can be made if needs be. * LSEPI and Quality Assurance documentation was changed from PowerPoint to Word as word from Shaily confirmed this. |
| **Evidence of activities** | Appendix:  Item 3 – New member was welcomed by the team |

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| Week9&10 | **Project Setup** |
| **Author:**  **Kerri-Anne**  **O’Brien** | **Team Log** |
| **Activities undertaken** | 1. Final preparations including corrections were taken for the Phase one seminar. 2. Seminar was uploaded and feedback given on other team members seminars. 3. Our seminar received feedback. 4. Meeting continues to talk about tasks. 5. The vulnerabilities report was discussed. 6. Python learning is on going |
| **Outcome of QA activities** | * Seminar was finalised and given in by due date. * As a group in our meeting, we can give lots of feedback to other teams. * We were able to learn what needs improving from the feedback on our first seminar. * We researched some vulnerabilities for the report. * Everyone is continuing to improve their python skills |
| **Activities resulting from QA process** | * We analyse the feedback given on our seminar and this will help us have a better understanding of what to improve for the phase 2 seminar. * Other teams gain valuable feedback. * Research helps build our report. * Improving python skills helps us in understanding how to build the GUI |
| **Evidence of activities** | Appendix:  Item 4 – team completed first 4 chapters of MyLabProgramming  Item 5 – Team Seminar was submitted. |

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| Week11&12 | **Project Setup** |
| **Author:**  Saleh | **Team Log** |
| **Activities undertaken** | 1. Conducted final meeting(s) before Christmas break. 2. Continued marking other groups seminars and giving them feedback. 3. Pearson’s myprogramminglab ongoing. 4. Began preparations for next phase starting in January. |
| **Outcome of QA activities** | * Discussed various tasks and objectives to get done before Christmas break. * We, as a group, were able to complete the marking of other groups seminars and submit their feedback. * As a group, we continued completing the exercises on Pearson’s myprogramminglab and thus further improve our Python skills. * Were able to discuss some of what needs to be done starting in January. |
| **Activities resulting from QA process** | * As a group, we discussed what we could improve on in the future as well as what tasks we may need to complete and possible objectives we may need to set ourselves. * Progress in myprogramminglab has resulted in improved experience in Python, further preparing us for the development of the GUI system. |

# Appendix: Additional Evidence

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| **Item 1:** | Screen shot of the author (Purple boxed text) reminding for the next team meeting |
| **Item 2:** | Graphical user interface, text, application, chat or text message  Description automatically generated  Screenshot of the Trello board team following all the To Do lists |
| **Item 3:** | Screenshot of Luke being welcomed in the group on week 7 |
| **Item 4:** | completation of first 4 chapters of MyLabProgramming |
| **Item 5:** | Seminar phase 1 was submitted |