**CS2S567 Professional Practice and Employability: Team Based Software Development Workshop**

**Team Quality Assurance (QA) Portfolio**

**Written By:**

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| **Team Number** | Team 2, Group 1 |
| **Team Task** | Develop a Personal Information Management Graphic User Interface (GUI) system with Python |
| **Own role(s) and tasks in Team** | **Nisa Shahril**   * Create and manage team Trello Board   **Jacob Beynon**   * Make GUI design   **Lewis Impey**   * Create and manage GitHub   **Ryan Murunga**   * Write policy   Tasks:   * Create collaboration spaces: Discord and Trello Board * Create repository with GitHub * Create Quality Document * Design GUI * Write policy document * Fill portfolio (individually and team parts) * Complete MyLab Pearson Programming (individually) |

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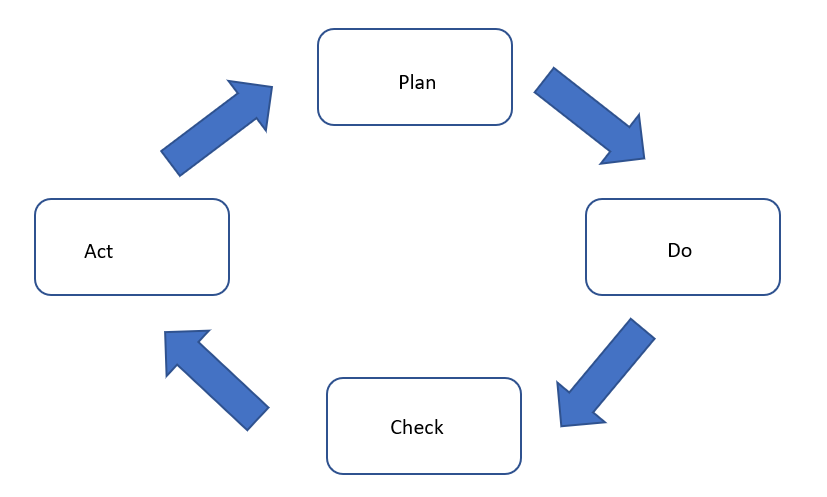
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## Quality Assurance



Quality Assurance helps our organization create our Personal Information System Graphical User Interface to meet the needs of our client, Ufix Ltd. Our organization make use of the Quality Assurance to ensure our GUI system is designed and developed well by implementing the correct procedures. These above steps are repeated in order to produce an outcome that is planned, implemented, evaluated and improved from time to time.

## 1.1 Report 1

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| **Week 3** | **Project Setup** |
| **Written by Nisa Shahril** |
| **Activities undertaken** | 1. Firstly, we decided to use Discord as one of our collaboration spaces. We had difficulties in communicating with each other at first. Therefore, a communication space is essential, and it was the first thing that we solved that week. 2. We also held our first group meeting virtually by Discord. It was also decided as a group that we would have meetings after classes to give updates about everyone’s progress. 3. During the meeting, we have divided the weeks by 4 members to determine who will be taking which quarters as Team Leader. Everyone volunteered for each quarter therefore it was a smooth process. 4. Finally, we have set up our repository with GitHub. This is helpful for uploading our work as a team. |
| **Outcome of QA activities** | 1. One of our teammates, Jacob Beynon created a server at Discord as one of our Collaboration Spaces. He added everyone in the team into the server. We now have a platform where we can easily communicate with everyone of the team. 2. During the meeting, we have decided to hold weekly meetings at Discord. This way, we can update or assign task easily. We can also use this platform to solve problems whenever any of the team members need help. 3. Another collaboration space has been set up which is our Trello Board. Every team member was given access to it so that we can use it as a planner to keep up to date in finishing this project together. 4. Lewis Impey has set up and invited every member of the team to our repository, GitHub. |
| **Activities resulting from QA process** | 1. Responsiveness in communication is increased. Since Covid-19, we have to get used to communicating and working together virtually. Therefore, discord was decided to be one of our collaboration spaces. 2. The foundation as a group has been established. Discussing as a team is essential to get the job done. 3. Trello Board has been customized to give a better aesthetic so that every member of the team can easily understand and see their assigned task/work. 4. GitHub repository is currently stagnant as there are not many tasks completed yet. It will be filled and used productively when every work has been assigned. |
| **Team QA Development** | 1. It was not difficult to get together as a group that includes people that that we have never met if communication is done formally and when every member of the team has the same goal. 2. Any problems can be solved easily when discussed as a group. By having weekly meetings, it is easier to make sure everyone is on the same track. 3. Trello is a great and a creative tool to see everyone’s progress in working towards a successful project. It is very interactive and systematic which is great for a better understanding. 4. We need to start working on some tasks in order to make full use of GitHub. |
| **Evidence of own activities** | * + 1. Evidence of communication problem     2. Evidence of creating server for the team in Discord     3. Evidence of creating Trello Board and adding teammates     4. Evidence of creating GitHub |

## 1.2 Report 2

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| **Week 4** | **Project Setup** |
| **Written by Nisa Shahril** |
| **Activities undertaken** | 1. During this week, Daniel Harris gave a short talk about his experience on how this course has helped him to go through working life as an employee. 2. Besides that, Shaily gave a walk through the course in a ‘nutshell’. We have taken down notes on where and which part of the course that we have to start working on. We still have not agreed to any distribution of work. Therefore, we decided to distribute works during our virtual meeting after classes. 3. We also joined Shaily’s server at Discord. This is very helpful to directly ask Shaily or Daniel if there are any problems. We also get to invite Shaily to our Trello board. |
| **Outcome of QA activities** | 1. We received a clearer vision on how working in an agile environment will help us in the future during work and also how it can help shape each and every one of us to be more systematic, organized and a great team worker. We also understood the importance of exploring new things such as Trello and GitHub at an early stage will benefit us in the future. 2. Division of responsibilities and work has been given and updated on the Trello Board for reference. 3. We managed to be included in the text channel for our team where Shaily is also in it. We sent a link of invitation to our Trello Board so that Shaily could also see our progress. |
| **Activities resulting from QA process** | 1. We look forward to explore in depth with the tools introduced in this course such as Lucid, Trello Board, Discord and GitHub. 2. Every member of the team now has been notified with the work by Trello Board. 3. The text channel is very helpful and it is also a platform where the team leader can remind the teammates of deadlines. |
| **Team QA**  **development** | 1. Listening to an experienced person has given us motivation to do better and try harder to achieve the most of this course. Learning from each other is also a good way to be a great team member. 2. Shaily’s explanation has helped to remind us the parts of the project management that we were lacking. It was a good reminder that we have to work harder in making this project a successful one. By the early division of work, we could get many works done before our seminar. 3. Productivity of the project is increased when it is easier to reach out to Shaily for any inquires. It is also a good way for all the members of the team to communicate with each other and also to communicate with other groups. |
| **Evidence of own activities** | 1.2.1 Evidence of Shaily’s Server on Discord and PIM text channel  1.2.1 Evidence of division of work on Trello Board |

## 1.3 Report 3

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| **Week 5** | **Project Setup** |
| **Written by Nisa Shahril** |
| **Activities undertaken** | 1. In week 5, Shaily went through with everyone about the portfolios that we have to create. We understood better about what we were supposed to do and how to structure our team portfolio and individual portfolio much better. 2. Shaily also gave us a walk through about GitHub. We as a team paid attention to it as we were new to GitHub and we needed some guidance too.      1. During the team weekly meeting, we made some checking on the Quality Document that was assigned to Lewis together on discord. He shared his screen so it is much easier to do the checking and to make the changes there and then. 2. We also decided as a team on who is to be in charge of flowchart as that was one of the tasks that has not been assigned to anyone yet. |
| **Outcome of QA activities** | 1. Lewis volunteered to create a template for the individual portfolio. He shared this document on GitHub repository for all of us to use. 2. Changes and improvement were made to the Quality Document. We also added the LSEPI feature in the GUI design. 3. We made a decision as a team for Jacob to be in charged on the flowchart as he has the most understanding on how the GUI will work. He will be the leader of creating the flowchart while the others have access to the flowchart in Lucid for any of us to make improvement or changes. |
| **Activities resulting from QA process** | 1. Every member of the team has made appropriate changes to the individual portfolios so that it looks more structured and easier to be understood. 2. An improvised Quality Document has been created and uploaded into GitHub until further changes. A clear vision in how the GUI design shall look like is important in making the best Personal Information System. 3. By giving access to everyone in the team, all of us have a fair opportunity to explore Lucid while creating the flowchart for our team GUI design. |
| **Team QA**  **development** | 1. Our writing skills have improved. Writing and filling up the portfolios have helped to polish our writing skills and to be more structured in writing important documents. 2. Understanding among the teammates is instilled. We have made many decisions as a team to exclude any misunderstandings. This is also a great way to highlight everyone’s skills and also differences to produce great work. 3. Learning and exploring new software is essential as it will help us in our future. As a team, it has also increased our teamwork as this flowchart will be the result of every member’s idea. |
| **Evidence of own activities** | 1.3.1 Evidence Discord Team Meeting working on GitHub  1.3.2 Evidence on Portfolio Template by Lewis |

## 1.4 Report 4

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| **Week 6** | **Project Setup** |
| **Written by Nisa Shahril** |
| **Activities undertaken** | 1. In week 6, we had a team meeting with Shaily. In that meeting, Shaily looked into our progress as a team. 2. Then we conducted our weekly team meeting in Discord after our classes. We helped Lewis in making changes to the Quality Document while comparing to the GUI created by Jacob. As team leader, it is also needed to keep track on the teammate’s progress. The LSEPI document has been drafted by hand by Ryan 3. During the meeting, Ryan was facing some microphone dysfunction. Lewis assisted Ryan in solving the problem. 4. We spent the rest of the meeting in creating our flowchart together on Lucid. However, we came across another issue. We could not finish our flowchart as there was a limit of shapes that can only be used as a free member. |
| **Outcome of QA activities** | 1. Shaily was noted that we were doing great as a team, therefore she reminded us for our individual work in Pearson’s MyLab programming and the practices that she uploaded on Blackboard. 2. Ryan had made progress in typing out the drafted LSEPI document and has notified every member in the group. Jacob too has notified us of his task in developing the GUI. 3. Lewis shared his screen to assist Ryan in fixing his microphone problem. 4. We managed to finish first half of our phase 1 flowchart. Unfortunately, we could not finish it all due to the problem. So, we sent a screenshot of the problem and posted in our text channel. |
| **Activities resulting from QA process** | 1. We are satisfied with each other’s effort in working as a group regardless the limitation of doing things face to face. 2. Many tasks will be reviewed by each team member in the next discord meeting as a team effort to make sure the quality of each tasks accomplished against the quality document. 3. Ryan managed to solve his microphone problem and joined in the discord meeting. 4. We received help from other team members from the Admin team in regards to our Lucid problem. They have suggested a few other software that can be used as an alternative. |
| **Team QA development** | 1. We made a lot of improvement in team work progress this week as our preparation towards our seminar in a few weeks’ time. It can also be said that we are working comfortably and making every work finished with quality and not just by catching up the deadline. 2. Monitoring a teammate’s progress is essential to be sure every job is up-to-date. This will also give ample time for other teammates to do some checking and any adjustments if needed. 3. We managed to continue our weekly meeting on discord smoothly with Ryan’s microphone fixed. It is much easier to talk on the microphone rather than depending on the text channel in making decisions or working together during the meeting. Luckily, he got it fixed and we were able to continue our work together as a team. 4. We were open to other people’s suggestions. There may not include the feature where all of us can work on the same flowchart but we figured out a solution which was to do the flowchart and share the screen on discord so that all of us were able to see. |
| **Evidence of own activities** | 1.4.1 Evidence on our weekly meeting on Discord  1.4.2 Evidence on helping Lewis do the Quality Document  1.4.3 Evidence on Ryan’s microphone problem  1.4.4 Evidence on Flowchart issue encountered  1.4.5 Evidence on getting help from other team members  1.4.6 Evidence on LSEPI document progress by Ryan  1.4.7 Evidence on GUI progress by Jacob |

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| **Week(s) 7** | **Project Setup** |
| **Written by Jacob Beynon** |
| **Activities undertaken** | 1. We had another meeting to discuss the LSEPI document and the gui program 2. Ryan Showed us the LSEPI document in which we discussed about his document and what we thought on it 3. We spent some time with the gui working on the layout and sorting out some errors |
| **Outcome of QA activities** | 1. We had another meeting in which we spoke to Shaily about our current progress and what work we have completed. 2. Ryan added the document to the git hub site, we all had a look at it seeing if there was any changed that were needed |
| **Activities resulting from QA process** | 1. We reviewed our progress, satisfied with our progress. 2. The program generated by myself had some areas to changed and we make a tick list, which contained the objectives that we wanted to complete per week. |
| **Team QA development** | 1. Group work is going well, we are all imputing good information and work into each other’s assignments supporting where we can 2. Our meetings went will with no errors on either side and we set out our tasks for next week |
| **Evidence of own activities** |  |

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| **Week(s) 8** | **Project Setup** |
| **Written by Jacob Beynon** |
| **Activities undertaken** | 1. We had a team meeting with shaly, and gained a new member of our team which we spent time showing him all the work that we currently doing and have given him a role inside our group 2. Started to design and create our seminar PowerPoint, assigning slides and topics to the people in our group as well as sharing it to all members using OneDrive |
| **Outcome of QA activities** | 1. Shaily noted that we were working well as a group and that we are tracked to finishing this first phase 2. We now have a firm start on our Seminar and have dedicated a day to call a team meeting to sit down and finish the seminar and 3. We changed our team Portfolio allocation to accompany our new team member |
| **Activities resulting from QA process** | 1. We all discussed our new team roles and what jobs we will be undertaking as well as what each of us will write for the seminar |
| **Team QA development** | 1. Monitoring all our progress allowed us to see what work we have all finished and where we are at the start of the week. We have also planned out when we are passing around our team portfolio and checking with our group if were all okay with the dates given. 2. With our new person Shaun into our group, we adapted our working program to suite a new member adjusting our team portfolio |
| **Evidence of own activities** |  |

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| **Week(s) 9** | **Project Setup** |
| **Written by Jacob Beynon** |
| **Activities undertaken** | 1. We had a meeting with our lecture about our seminar which we are handing in on that week. We are talking some of the good bit of our seminar before we were given another task 2. Continued working on the program and started to plan out stage two seeing what is required |
| **Outcome of QA activities** | 1. We have made a start on phase two gathering security threats that could go wrong within the program 2. Our weekly review from Shaily came back positive saying that we are ahead on the tasks |
| **Activities resulting from QA process** | 1. Research is being made into vulnerabilities of our program and how to stop them 2. Continued to do work onto the program, fixing certain GUI changes |
| **Team QA development** | 1. All of our progress as a group is going very well especially with our new team member who we are getting along Each member now has their own tasks |
| **Evidence of own activities** |  |

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| **Week(s) 10** | **Project Setup** |
| **Written by Jacob Beynon** |
| **Activities undertaken** | During this week as we had a deadline from another module and that we are very much up to date with all of our work we have decided to allocate this week to our other projects giving us some free time as we are switching to a new person to write this document. |
| **Outcome of QA activities** |  |
| **Activities resulting from QA process** |  |
| **Team QA development** |  |
| **Evidence of own activities** |  |

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| **Week 11** | **Project Setup** |
| **Written by Ryan Murunga** |
| **Activities undertaken** | We had a lecture in which we were talked more about the second phase of the project.  In our weekly meeting, each member was assigned a program vulnerability on which they would research on and a report would be summed up the following week during the weekly meeting. |
| **Outcome of QA activities** | We continue to work on the second phase of the project and hoping to clear our next objectives step by step as a group. |
| **Activities resulting from QA process** | Each member went ahead to start their research on the program vulnerabilities and prepare to present to the group the following week for a conclusive report. |
| **Team QA development** | The group was happy to get back together to work after the short holidays. We continue to hold each other in great virtue and hope to further develop our teamwork skills.  We all look forward to another great semester of working together and accomplishing our set tasks. |
| **Evidence of own activities** |  |

## 2.0 Appendix: Evidence of activities

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| **Report Number** | **Evidence** |
| Report 1 | * + 1. Evidence of communication problem      * + 1. Evidence of creating server for the team in Discord      * + 1. Evidence of creating Trello Board and adding teammates      * + 1. Evidence of creating GitHub |
| Report 2 | * + 1. Evidence of Shaily’s Server on Discord and PIM text channel      * + 1. Evidence of division of work on Trello Board |
| Report 3 | 1.3.1 Evidence Discord Team Meeting working on GitHub    1.3.2 Evidence on Portfolio Template by Lewis |
| Report 4 | 1.4.1 Evidence on our weekly meeting on Discord    1.4.2 Evidence on helping Lewis do the Quality Document    1.4.3 Evidence on Ryan’s microphone problem    1.4.4 Evidence on Flowchart issue encountered    1.4.5 Evidence on getting help from other team members    1.4.6 Evidence on LSEPI document progress by Ryan    1.4.7 Evidence on GUI progress by Jacob |
| Report 5 |  |
| Report 6 | 1.6.1 Evidence of our new team schedule    1.6.2 Evidence of our new member shaun |
| Report 7 | 1.4.7 Looking at the lsepi document as a group working through it |
| Report 8 | 1.8.1 Evidance on new meber of the group    1.4.8 Evidance on new planning schedular |
| Report 9 | 1.9.1 Evidence on assigning researching some vulnerabilities |
| Report 10 | No evidence here due to the group spending time towards other subjects |
| Report 11 | <https://github.com/LewisImpey/PIM-Personal-Information-Management->  1.11.1 Github link to group’s repisotory. |

## 2.1 Appendix: Report Template

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| **Week(s) #** | **Project Setup** |
| **Written by ######** |
| **Activities undertaken** |  |
| **Outcome of QA activities** |  |
| **Activities resulting from QA process** |  |
| **Team QA development** |  |
| **Evidence of own activities** |  |