

MAL2020 (1) Computing Group Project 1

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Team KiutBois

Individual Evaluation Report

1. Introduction

This self-evaluation report thoroughly reviews my pivotal roles as a Scrum Master and customer liaison throughout the lifespan of the "AR VR Car Parts Simulation" project. My responsibilities included coordinating agile approaches, encouraging team cooperation, and guaranteeing seamless communication between the project team and our esteemed clients.

As Scrum Master, my primary responsibilities included applying agile principles, directing the team through iterative development cycles, and fostering a productive and innovative atmosphere. In addition, my responsibilities included managing project timetables, arranging sprint planning sessions, and removing impediments to guarantee that the team's development was uninterrupted. In addition to my Scrum Master duties, I was the principal point of contact between our project team and clients. Understanding customer requirements, conveying project progress, and aligning deliverables with their expectations were all part of this. Creating and maintaining this relationship needed skilled communication, active listening, and a clear awareness of technical complexities and client demands.

In conclusion, this evaluation offers an in-depth reflection on my contributions to steering the project through agile approaches and cultivating strong client connections. It also acts as a road map for continuously improving my talents as an agile facilitator and an effective conduit between the team and our valued clients.

2. Primary Objectives

- i. Facilitate agile implementation
 - Ensure that agile approaches are successfully implemented within the project team to improve efficiency, transparency, and adaptability in project management procedures.
- ii. Ensure seamless communication
 - Serve as a liaison between the development team and clients, encouraging clear, succinct, and effective communication to match project objectives with client expectations.
- iii. Optimize team performance
 - Encourage continual team improvement by identifying areas for improvement, creating feedback channels, and cultivating a learning and adaptation culture.
- iv. Achieve high client satisfaction
 - Maintain great client connections by actively listening to their needs, delivering regular updates, and ensuring satisfactory project deliverables.

3. Accomplishments

Accomplishment as a Scrum Master and Client Liaison:

- i. Successful implementation of agile practice:
 - As demonstrated expertise in introducing and implementing agile methodologies within the project team, to ensure resulting in improving collaboration within the project members efficiency and adaptability.
- ii. Facilitate of effective sprint planning and execution
 - Organized and facilitated productive sprint planning session by using Teamhood platform, for ensuring clear goals, priorities and easy to track each commitment of each member for each sprint leading to enhance a productivity and timely delivery to the client.
- iii. Clear and transparent communication
 - As we established and maintained open lines of communication between the project members and clients by using email and WhatsApp platform, to ensure a clear articulation of project progress, milestone achieved and any challenge faced by having a meeting either in online or physical.

4. Contributions to the Team

- i. Task management in Teamhood platform
 - Managing tasks in Teamhood, allocating tasks to team members, keeping an ordered workflow, providing clear responsibilities, and encouraging agile-aligned structured workflows to facilitate smooth, agile processes.
- ii. Research and 3D modelling involvement
 - Actively searched for 3D model resources and contributed to model creation in Blender, exhibiting a proactive approach to supporting the project despite a restricted staff—for example, the car engine and car battery model.
- iii. Documentation for Project Plan Validation Meeting
 - Project vision, I helped define the project's broad goal, emphasizing the creation of an interactive and realistic learning experience for students, car enthusiasts, and professionals. My contribution was to demonstrate the project's revolutionary impact on automotive education, which transcended geographical barriers and empowered the next generation of automotive professionals and enthusiasts.
 - Project objectives, I played a role in defining specific project objectives, such as generating an accurate virtual model of a car engine, supporting hands-on learning experiences, enabling troubleshooting simulations, assuring accessibility across platforms, and contributing to automotive education.
 - Initial requirement model, outlining user stories that outlined the features and interactions needed from the AR VR Car Parts Simulation was part of the process. These stories gave a comprehensive grasp of user demands, such as studying engine components, dismantling the engine for learning, and modeling car parts.
- iv. Client liaison and communication
 - Taking the initiative in communicating with clients, scheduling meetings, and understanding their needs emphasizes my role as a liaison between the team and the clients. This communication ensures project expectations are met and the development process runs smoothly.
- v. Maintaining communication with lecturer
 - I actively engaged with the lecturer, updated them on the team's progress, and sought guidance when facing obstacles. This interaction keeps the lecturer informed and leverages their expertise to overcome project challenges effectively.
- vi. Maintaining updates in GitHub
 - Maintaining updates on some folder in GitHub, such as Meeting Minutes, 3D models: Overview engine and Project Docs.

5. Area for Improvement

- i. Time management and prioritization
 - We should improve our time management abilities to allocate time efficiently among diverse project responsibilities, mainly while conducting research, modeling, communicating with clients, and updating the project platforms.
 - For example, time scheduling for certain tasks could be more detailed and exact; this could aid in more efficiently managing varied project responsibilities.
- ii. Enhancing technical proficiency
 - To enhance efficiency and output quality in modeling activities and contribute more effectively to the project's technical components, we should consistently develop our skills in 3D modeling programs such as Blender, Unity, or other appropriate applications.
 - Investing time in online lessons, workshops, or advanced courses on Blender or other 3D modeling tools, for example, could considerably improve the quality and efficiency of our modeling contributions to the project.
- iii. Strengthening client communication
 - We should strengthen our communication skills to ensure a more exact knowledge of client requirements and expectations, which may entail refining ways to acquire thorough project specifications, as we are seeking assistance from our lecturer.
 - For example, create a standardized questionnaire or checklist before client meetings to ensure all relevant areas are covered. Obtaining client input to ensure their demands are understood and treated correctly can also boost client happiness.

6. Conclusion

This self-evaluation has helped me thoroughly analyze my roles as a Scrum Master and client liaison in the "AR VR Car Parts Simulation" project. This reflective method has helped me identify areas of accomplishment and areas for improvement that have aided my professional development substantially.

As a Scrum Master, my responsibilities included orchestrating agile approaches, fostering team cooperation, and guaranteeing successful project management procedures. In addition, as a client liaison, I was responsible for clear communication, understanding client needs, and aligning project deliverables with their expectations. These twin roles necessitated skilled communication, active listening, and a comprehension of technical complexity as well as client demands.

Moving forward, I am dedicated to implementing these highlighted areas for improvement. I plan to improve my contributions to the project and strengthen team-client relations by investing time in skill development, refining communication tactics, and using efficient time management techniques.