

Reflection

The most important things I learnt:

What I learnt in this unit was how to properly set up a database and use cases. Another point worth mentioning is the way we control what we do inside our teams, because this unit is mostly team assignments, we need to know how to share tasks and make sure everyone is doing their jobs. I think there are tons of areas in this unit that needs improvement as it's almost the same as another unit I took last semester which is Technology in Indigenous. All in all, I think what I got from this unit was how to properly set up a database.

The things that helped me most were:

- **Effective Communication:**
Team members who communicate openly and clearly with one another are better able to understand one another, exchange ideas, and resolve conflicts.
- **Collaboration and teamwork:**
Using one another's strengths while working together fosters innovation, productivity, and creativity.
- **Adopting a design thinking mindset:**
Results in user-centered problem solving and flexible solutions by embracing empathy, iteration, and experimentation.
- **Contextual Awareness:**
Knowing the application context and the client's requirements enables the development of specialised and pertinent solutions.

I found the following topics particularly challenging:

- **Complexity of the Datasets:**
Working with large, diverse, and complex datasets can be difficult. Analysing and interpreting data carefully is necessary in order to comprehend data structures, formats, and quality problems.
- **Ethical Considerations:**
It can be difficult to navigate complex ethical issues relating to data management, privacy, and security. It takes careful thought to balance data use with respect for people's rights and societal implications.

I feel I learnt these topics, concepts, and/or tools really well:

- **Design Thinking Process:**
I understand the fundamentals and phases of the design thinking process, which include user empathy, problem definition, idea generation, solution prototyping, and testing. I feel at ease using this iterative method of problem solving.
- **Collaborative Tools:**
To facilitate effective teamwork, task distribution, and information sharing within the team, I have effectively used collaborative tools like project management software (e.g., Jira, Confluence) and communication platforms (e.g., WhatsApp, Discord, and Instagram).

- **Ethical Aspects of Data Management:**

I now have a thorough understanding of the ethical issues that data management raises. I have looked into ideas like data security, privacy, consent, and confidentiality. I consistently take ethics into account when making decisions.

I still need to work on the following areas:

Agile project management:

Even though I used Jira as a project management tool, I still think there is room for improvement in my knowledge of and use of agile methodologies. I want to improve my understanding of agile frameworks like Scrum or Kanban and my capacity for task planning and management in an agile environment. Further study and looking for chances to use agile project management techniques in future projects will be required for this.

Database Skills:

I acknowledge that there is room for improvement in my database skills. While I have a foundational understanding of data management, I would like to further enhance my knowledge of database concepts, query optimization, and data modelling. I plan to engage in additional learning resources, such as online tutorials or courses, to strengthen my proficiency in working with databases.

My progress in this unit was ...:

I showed consistent improvement in this unit and demonstrated prompt task completion over the course of the weeks. I continued to manage my responsibilities and make sure that project milestones were met in a proactive manner. I did, however, run into some time management issues, which I successfully resolved. Here is a summary of my development and how I handled my time management issues:

Progress and Timeliness:

By actively participating in team discussions, doing research, and contributing to the project deliverables, I consistently made progress. I made sure to finish my assigned tasks in the allotted amounts of time and by the team's deadlines.

Time management issues:

I had trouble juggling the workload for the unit with my other academic and personal obligations. There were times when several assignments and deadlines fell on the same day, necessitating careful time management and prioritisation.

Managing Time Management Obstacles, I used several strategies to overcome these obstacles:

a) Prioritisation: I ranked tasks according to their importance and urgency. I determined the most important project milestones and set aside enough time and money to complete them.

b) Task Division: I divided more complex tasks into more manageable subtasks. By effectively dividing the workload, I was able to ensure steady progress and avoid overburdening myself.

c) Self-Motivation and Discipline: I kept my motivation and self-discipline up by establishing personal goals, imagining the desired results, and concentrating on the unit's goals. I was committed to completing tasks on time because I understood how important deadlines were.

This unit will help me in the future:

Design Thinking Approach:

The design thinking approach promotes empathy, creativity, and user-centered thinking by offering a systematic approach to problem-solving that is transferrable across disciplines.

Data Management:

In today's data-driven world, gaining knowledge and skills in data management is important for enabling efficient data analysis, visualisation, and ethical considerations.

Collaboration and Teamwork:

Collaboration and teamwork are important for success in group projects and in professional collaborations because they improve effective communication, listening, and collaborative work with diverse team members.

If I did this unit again I would do the following things differently:

Proactive Time Management:

I would prioritize setting a clear schedule and establishing specific deadlines for each task. By allocating dedicated time for each activity and consistently tracking progress, I would ensure better time management and avoid last-minute rushes.

Early Engagement with Team:

I would aim to engage with my team members right from the beginning of the unit. By initiating early communication and establishing a solid foundation for collaboration, we can build rapport, distribute tasks effectively, and maintain open lines of communication throughout the project.

Deeper Research and Exploration:

To enhance my understanding of the subject matter, I would allocate more time for in-depth research and exploration. By delving deeper into relevant topics, concepts, and tools, I can broaden my knowledge base and contribute more substantively to the team's discussions and decision-making processes.

Other...:

Adaptability and Flexibility: This unit has taught me the importance of being adaptable and flexible in my approach to problem-solving. Projects and client requirements can evolve, and unexpected challenges may arise. By embracing adaptability and staying open to change, I can effectively navigate uncertainties, adjust my strategies, and find creative solutions.

Effective Communication: Communication has been a key aspect of successful teamwork in this unit. I have learned the importance of clear and concise communication, actively listening to others, and articulating ideas effectively. Strong communication skills foster collaboration, understanding, and alignment among team members, contributing to the overall success of the project.

Self-Assessment

Contributing to the Team's Work

Contributing to the Team's Work is defined as helping the team achieve its goals or objectives by completing the assigned tasks. Your behaviours influence the quality and quantity of your contribution to the team.

I'd probably put myself in medium – high rating. Just because I always submit my assigned tasks on time and try to tell everyone to finish their work on-time. Only thing that's keeping me from the high rating is I think because I need to communicate more with other teammates to understand how they're doing and if they need help. Instead, I only consulted with one of my friend on the team, but not the rest.

Interacting with Teammates

Interacting with Teammates is defined as providing positive interactions within the team that contribute to a supportive environment. Talking during a meeting is an important interaction. But it's important to consider how and when you say things and when you should stop talking and listen to others. The following are some different level behaviors that you may experience during teamwork.

I'd put myself in high rating here. Because the fact that I encourage my teammates to finish the assignments on time and I feel like I'm the only one checking up with our work. I communicate and share information clearly with my teammates and ask for their feedback if my work is up to their standard or not.

Keeping the Team on Track

Keeping a team on track involves efforts to progress toward achieving the team's goals. The following describes different levels of characteristics that may happen on your team work.

I'd put myself in medium – high range for this one. Due to the fact that I monitor the team's progress and make sure they're doing what they're supposed to. I sometimes give my teammates feedbacks and I also make sure they know their tasks.

Expecting Quality

Expecting quality focuses on expressing the beliefs that the team is capable of quality work and encouraging the team to strive for quality. The following are some different level behaviors that you may experience during teamwork.

Here I'll give myself a medium – high also. I believe that some people in my team can deliver an excellent work, while others I don't get my hopes too high. I care when one of my team is doing an outstanding work but I also don't feel good when they're not giving their best.

Having related knowledge, skills and abilities

Knowledge skills and abilities or KSA's are knowing what you need to know, knowing how to do what you need to do, and having the capabilities you need to do the work of the team. Effective team members need to have or learn the necessary KSA's for their assigned tasks and should be prepared to perform other roles if needed.

I'd give myself medium – low for this part. I do have some knowledge in the areas I was assigned to, but if I needed to swap position with one of my teammates, I feel like I'll have some trouble where I don't quite understand the tasks that needs to be done. I'll need to rewatch some lectures and maybe some tutorials on YouTube to make sure I can do it.

Did you participate in a process of performance improvement of a teammate?

I did do some performance improvement where I tell some of them to be more communicative and ask for help if they need anything. But I think they're doing just fine because they didn't ask for any help from me or my other teammate.

Assessment of teammate [Ertesam Zarif]

Contributing to the Team's Work

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I'm giving this guy a high. He's been taking responsibility since the beginning to finish his work and also assigns tasks to others. He's been delivering high quality work and contributions. He also helps others that's having trouble with the assignments.

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He's also getting a high rating here. He communicates clearly, listens to teammates and respects everyone. He asks for our feedback and uses our suggestions to improve.

Keeping the Team on Track

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High rating. He gives us constructive feedbacks, making sure everyone does their work and checks up on us before the deadlines.

Expecting Quality

Expecting quality focuses on expressing the beliefs that the team is capable of quality work and encouraging the team to strive for quality. The following are some different level behaviors that you may experience during teamwork.

He gets a high rating also here. He motivates us to do nice work, appreciates others when we do an outstanding job and also believes in us.

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High rating for him here. Zarif demonstrates his knowledge in different areas of the unit. I'm pretty sure he can perform the role of any team members also.

Assessment of teammate [Puladitha Silva]

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I'm giving him a medium – high. Pula Contributes a fair share and also keeps commitments. Asks questions when he doesn't understand and take our feedback.

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He's getting a high rating here. He always checks up on us and attends classes when he can. He communicates clearly and make sure we're meeting our deadlines.

Keeping the Team on Track

Keeping a team on track involves efforts to progress toward achieving the team's goals. The following describes different levels of characteristics that may happen on your team work.

Medium rating. He knows what everyone should be doing and asks when something is not clear or there's a problem. He alerts us when deadline is near also.

Expecting Quality

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Medium. He's done an okay work and also gives some feedback to others.

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Medium/High. He has shown that he could complete the tasks that we assigned to him. But I can't say he's got a lot of knowledge in some of the areas.

Assessment of teammate [Poorna Nanayakkara]

Contributing to the Team's Work

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Low. The only time he attended class was the first 2 weeks. After that, we don't see him anymore. He's finished the tasks we assigned him to but then he's just gone.

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Low. No communication at all. We didn't even know he changed the unit until today. Which is the 12th week.

Keeping the Team on Track

Keeping a team on track involves efforts to progress toward achieving the team's goals. The following describes different levels of characteristics that may happen on your team work.

Low. He left the unit. So I don't have any more comments.

Expecting Quality

Expecting quality focuses on expressing the beliefs that the team is capable of quality work and encouraging the team to strive for quality. The following are some different level behaviors that you may experience during teamwork.

Low. He left the unit. So I don't have any more comments.

Having related knowledge, skills and abilities

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Low. He left the unit. So I don't have any more comments.

Assessment of teammate [Astitva Singh]

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I'm going to say low. He joined our team on week 3 or 4 after we've finished the first part of the assignments. I don't think he's done a lot of work. The only thing I knew he did was one page in confluence. That's all.

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Low. The only "interaction" he had was asking what he had to do all the time, even though we all have the same exact modules and information, he always ends up asking us about what he had to do. That's his "communication". Besides that, out of 24 classes we had in the span of 12 weeks, he only came to 1. Without any reason also.

Keeping the Team on Track

Keeping a team on track involves efforts to progress toward achieving the team's goals. The following describes different levels of characteristics that may happen on your team work.

Low. Nothing from him.

Expecting Quality

Expecting quality focuses on expressing the beliefs that the team is capable of quality work and encouraging the team to strive for quality. The following are some different level behaviors that you may experience during teamwork.

Also low, he did nothing that could help the rating to go up.

Having related knowledge, skills and abilities

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Low. No comments on this