**10.2 Activity Space (UGDG Peer Review)**

**Order of OP2 Presentations**

|  |  |  |
| --- | --- | --- |
| Group | Product Demo  (1 April) | Product Pitch  (5 April) |
| 4 Simplist | 2 |
| 1 Werkit | 3 |
| 3 HalpMi | 1 |
| 2 Sherpass | 4 |

**10.2 Preparation for UGDG Peer Review**

**Step 1:**

Please name your PDF documents with the following convention - e.g. “Group 1 UG” or “Group 1 DG”.

Then, upload your User Guide and Developer Guide in our shared folder “Wk 10”.

**Step 2:**

Split your project team into two sub-teams – A and B

*Fill the table below with the names of those in the sub team.*

|  |  |  |
| --- | --- | --- |
| **Group** | **Sub team** | |
| **A** | **B** |
| 1 | Daryl, Isaac | Jun Lim, Braden, Yu Zhong |
| 2 | Musfirah, Emily, Aileen | Alan, Haofeng |
| 3 | Wei Li,Wraine | Sharif,Anvitha,Tai |
| 4 | Haziq, Shyun | Edward, Tuan, Jun Leong |

Sub-team A reviews one group while Sub-team B reviews another. Then, you will swap over later and consolidate your comments in **10.2 UGDG Checklists for Peer review.**

|  |  |  |
| --- | --- | --- |
| **Group** | **To review** | |
| **First UGDG** | **Second UGDG** |
| 1A | Group 2 | Group 3 |
| 1B | Group 3 | Group 2 |
| 2A | Group 3 | Group 4 |
| 2B | Group 4 | Group 3 |
| 3A | Group 4 | Group 1 |
| 3B | Group 1 | Group 4 |
| 4A | Group 1 | Group 2 |
| 4B | Group 2 | Group 1 |

**Step 3:**

Download **10.2 UGDG Checklists** from our shared folder or you can copy them in our shared folder, rename them e.g. **“Group 1 Peer Review by Group 2”** and write on the document collaboratively here.

*Remember to practise good interpersonal communication skills when writing feedback.*

**Review process**

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| 5 mins - Sorting out sub-teams A and B and downloading Guides and Peer Review Forms.  25 mins - 1st UGDG (until **13.00) - at least complete the feedback for UG.**  5 mins - Team A and B swop Peer Review Forms **(Aileen summarises Key Points)**  25mins - 2nd UGDG **(**start **13.05 - 13.30)**  **13.30 - Groups come together to discuss what they have gleaned from this session** (fill up table below) **AND upload Peer Review Forms on Luminus**  ~~10 mins~~ - Group A and B come together to consolidate comments on Peer Review Forms and upload their Peer Review Forms on Luminus (for participation marks which are dependent on the review quality).  Please name them in a similar convention: “Group 1 Peer Review by Group 2.doc” |

Instructions for the reviewer:

1. You are to comment on the user/developer guide as a reader, not a teacher. This means that you should point out parts that confuse you, seem strange to you and/or can be enhanced. You do not need to correct or rewrite them but offer suggestions for enhancement.

2. Use the checklists as a guide and record your comments.

3. Please provide specific and helpful feedback tactfully so that your reviewee can improve on the guides. You can praise what they have done well and offer **suggestions** for improvement. The quality of your comments will count towards your class participation marks.

4. You do not need to correct the grammar, but you should highlight errors and make a note for them to review the language.

**7.** Re-read your comments to make sure that your comments are clear and understandable before sending this document to the reviewees. Please be ready to provide verbal explanations.

**8.** **The reviewers should also submit a copy of this document to the LumiNUS submission folder: UGDG Peer Review Forms to obtain class participation marks.**

**9.** Check with the tutor if you are uncertain about anything.

**Post Review**

**Step 4**

**Instructions for the reviewee:**

1. Read the reviewers’ comments.
2. Write down whatever questions you may have.
3. You may ask the reviewers for clarification on items that seem unclear to you.
4. Thank the reviewers for their help.
5. **Remember: YOU determine how useful this peer review process is. Be responsible and get the feedback and clarification that you need. If your reviewers have not commented on an item and you want feedback, please ask for their opinion.**
6. Revise your UG and DG, so that your testers may be able to use it with minimal effort**.**
7. Prepare for the UG consultations in the next session (11.1)
8. Submit the final User Guide to CS2101 on Week 13 Friday.

**Instructions for 11.1 UG consultations**

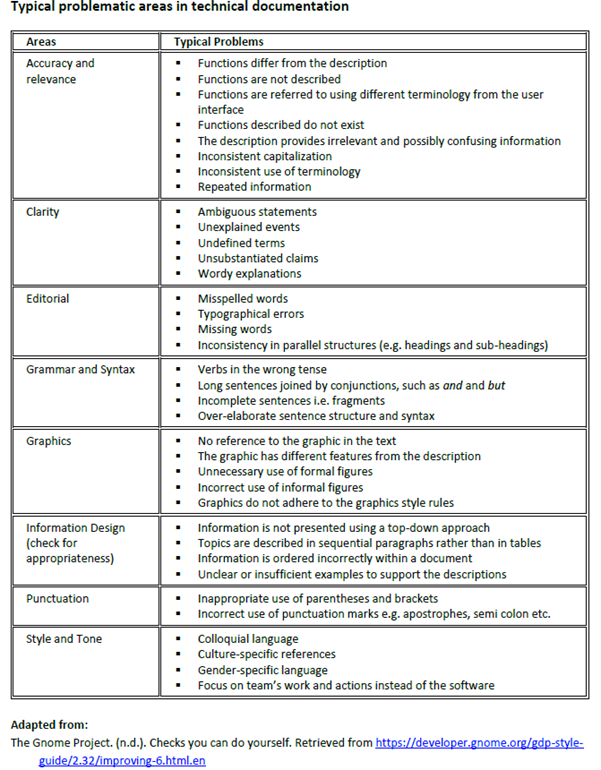
Please send your updated User Guides to me via email ([aileenlam@nus.edu.sg](mailto:aileenlam@nus.edu.sg) ) by 28 March noon.

*On the day of the consultation, you can be on your own Zoom session with your group mates to work on your guides, OP2 or any project related work. At the time of the consultation slot, please log on to join our usual session.*

|  |  |
| --- | --- |
| **Schedule** | **Order for Consultations** |
| 12.00 – 12.20 | Group 4 |
| 12.25 – 12.45 | Group 3 |
| 12.50 – 13.10 | Group 2 |
| 13.15 – 13.35 | Group 1 |

**What do you intend to do to make your UG and DG better?**

|  |  |
| --- | --- |
| **Group** | **Key Takeaways** |
| **1** | * The need for proper formatting, clear and simple elaboration to increase readability * Overly detailed explanations and diagrams can decrease readability * Separate detailed explanation to different section * Need for an introduction explaining purpose, audience, context. * Need for consistent graphical aids (screenshots) and addressing of user. |
| **2** | * Need to set aside more time to properly render the markdown document to PDF format. |
| **3** | * Need to complete the relevant sections for the UG and DG * Format the conversion of the documents properly * Add color and Icons to aid in the easier understanding of information and better formatting |
| **4** | * Add colors into the headings to better separate the headings from the paragraphs * Ensure better formatting * Choose a better template |

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