# Assignment 3 – Team Report

Contents

[**Team Profiles** 2](#_Toc62759862)

[**Personal information** 2](#_Toc62759863)

[**Tools** 2](#_Toc62759864)

[**The Project** 2](#_Toc62759865)

[Project Description 2](#_Toc62759866)

[Overview 3](#_Toc62759867)

[Detailed Description 4](#_Toc62759868)

[Aims 4](#_Toc62759869)

[Plans & Processes 4](#_Toc62759870)

[Roles 4](#_Toc62759871)

[Scopes and Limits 4](#_Toc62759872)

[Tool & Technology 4](#_Toc62759873)

[Testing 4](#_Toc62759874)

[Timeframes 4](#_Toc62759875)

[Risk 4](#_Toc62759876)

[Group processes and communications 4](#_Toc62759877)

[Skills and Jobs 5](#_Toc62759878)

[Feedback 6](#_Toc62759879)

[Group Reflection 8](#_Toc62759880)

# **Team Profiles for the Pet Finders**

## Personal information

## Matthew Ahearn

My name is Matthew Ahearn, I am an Australian citizen who has lived and worked in four cities in Australia and two in New Zealand. For the last ten years I have worked as an airline pilot after completing my Commercial Pilots Licence and an associated Diploma of Aviation. I was fortunate enough to work with an amazing group of people from all around the world. Probably the most dramatic moment in my flying career was when one of my engines failed shortly after take-off. Thankfully, we were able to return the aircraft to the departure aerodrome safely! Like many people I have been interested in IT from an early age. I was fascinated by videogames growing up and am often amazed by people’s ingenious ideas to apply IT to our daily lives. Aviation itself provides a strong example, the greatest safety improvements in the last 30 years were the traffic Collision and Avoidance System and the Ground Proximity Warning System. These two programmes have saved many lives. I was particularly inspired when I learned that a colleague of mine had created an app that could pull a pilot’s roster from the airlines server and alert you to changes, as well as share those with family and friends. This was immediately useful as informing your family about last minute roster changes could get difficult. I particularly enjoyed sharing a monthly map of where I had flown. From there I started self-teaching for hobby projects using HTML, CSS and Java and am now working with SQL and XML in a client services role. I am excited to bring these skills to my role of Database Administrator with the Pet Finders!

## Victor Van de Meer

I am an Australian Citizen, born in regional NSW and have lived in Sydney for more than 12 years. My mum and dad were both born in the Netherlands and migrated to Australia post-WWII. I am an advocate and passionate champion of LGBTQI+ rights, contributing to the well-being of humanity on a personal level. My hobbies include running a business, DJ’ing, photography, web design and programming, I also enjoy creative arts, including writing, music, painting and graphic design. I have been building websites and developing web platforms for more than 2 decades and have also worked casually as a freelance web consultant, on the side of working full-time in the property and facilities management industry. I have now left that profession and aiming to pursue employment in fields related to Information Technology. I am excited to be creating the Petfindr collar and app with the new Pet Finder team!

## Kanav Atri

I was born in the city of Jammu, Jammu and Kashmir, India and spent most of my childhood and teenage years growing up in a joint family. I finished my high school in 2006 and decided to move abroad for higher studies, this was not an easy decision as I had never stayed away from my family even for a month so, moving to a new country all together was something which was quite a huge thing and at first my parents did not agree however after I kept insisting they finally agreed to send me abroad. I.T has always been an important part of my life. I can still remember that attending computer classes back in secondary school always excited me and I always looked forward to learning more about computers and how they work.

My interest is in *Cyber security* and *AI*. I find both these fields very fascinating especially in todays era where cyber threats, robotics etc has become a part of our day to day lives and there is not even a shred of a doubt in my mind that these two fields will shape our future. I hope that I can bring my skills and experience to good effect with Pet Finders

## Mark George

I am Egyptian Coptic Orthodox with a Cert III in Information Digital media and Technology. I can speak English and Arabic. Growing up, I have always been fascinated in IT, other than messing around with computers throughout my life, a Cert III in Information Digital media and Technology is the only IT experience and qualification I have. For a fun fact, both my parents being purely Coptic, this means I am a direct descendant from the pharaohs of ancient Egypt. I am looking forward to working with Pet Finders

## Connor Abdulai

Hello Pet Finers I am Connor Abdulai born in west Africa Sierra Leone, A menda Kono by tribe and English is my second language. Upon compilation of my high school to university I migrated to Australia in 2016. From then to now during which my interest in IT was established, I have completed my Certificate II in Information Digital Media and Technology through TAFE and Infoexchange via a youth IT program. In Which I had the opportunity to make a presentation at J.P Morgan, Microsoft and Total Synergy on the topic Identity theft. I am ambitious and driven, motivated by challenges, energetic and compassionate. I like reading and analysing information. During my leisure time I like exercising, spending time with loved ones or watching basketball as it is my favourite sport.

My interest in IT started unconsciously through the access to radios, telephones, mobile phones and computers. Growing up my uncle used to tell me a story of what they have to go through to make a 5 minute call to our families in the US. Firstly they have to wait for the scheduled date that has been set for the call, then have to travel to the capital city if a line is not available in your district at that moment, wake up about 4-5am in the morning to join the long queue at the post office where the telephone boot was. One will have to wait in the queue for almost half the day, sometimes the whole day to get a call or make a call. And the most stressful part of it all was after going through all this sometime is either they do not end up calling or did not pick up their calls. Which means you will have to go back home and wait for a message from the post office for another schedule call. When telephones finally become accessible in most home, i will run closer to anyone I see making a call, wondering if the person is in the telephone, or how is that sound of the person coming in, are they talking through a pip from the US to Africa or is just some witchcraft or magician manipulating and making sound, I asked myself. Sometimes I and some of my friends will go around looking for long tubes or pips just to talk to each through it. Then finally mobile phones and computers became accessible. Even though I did not have one till I was old enough. What I always do when I get hold of people phones or computers, either by giving it to me to drop it off at the recharging boot when there is a suitage of electricity which is widely common or request it from someone to just have a look. I will go through the setting systematically and make sure I play around all the settings because I have no one to call. By doing so I started becoming so familiarised with phones and computers that could help my relatives successfully whenever they have difficulty with their phones or computer. The fact that i was able to help them makes me very happy. And so my interest in those computers hardware and software became more and more interesting to me. And today's world is highly embedded and basically everything is like a revolution in the hands of IT. as If not all but most aspects of life are associated with IT.

## Quentin Schuster

My name its Quentin K Schuster and I am a part of PetFinders! IT has always and will always be a part of my life. I don’t have an interest in a singular branch of IT, but I have always been interested in the field. I don’t have any experience in IT, but I have been trying to learn Python in my spare time cause a friend recommended I learn it as it’s the easiest and the most used out of all the coding languages used in the field. My hobbies include Gaming, Anime and reading Manga.

## Group Processes

Our group worked well together in assignment one. We were all impressed by the welcoming atmosphere we created that encouraged everyone to participate and to work together to build the PetFindr idea. We believe we can improve by having the team complete their work earlier, so we have more time as a group to review and compile the information.

To achieve this, we are formalising our roles in the meetings with Matthew chairing the meetings and creating agendas and Victor publishing the meeting minutes. Matthew will maintain a running checklist of the tasks that need to be done and who is assigned to them. Meetings will include deadlines for submission of smaller parts of the total project. The overall strategy will be to create many small submission deadlines throughout the process rather than a single big one, which should help us identify problem areas early and ultimately create a better result.

We chose these roles based in part on the results from our previous personality tests and felt that Assertive Protagonist and The Advocate were good matches. Below is a table of our results from three different personality tests. These are the 16 Personality Test, Learning Style and Big 5 Personality Test.

Table, calendar

Description automatically generated

## Career Plans

Matthew – Data Scientist

Victor – Multimedia Specialist and Web Developer

Kanav – Cyber Security Operations Engineer

Connor – Computer Systems Analyst

Mark – Cyber Security Specialist

Quentin – Software Engineer

The different career plans among our group show how diverse the IT field can be. Kanav and Mark have similar interests in Cyber Security whereas Quentin aspires to be a Software Engineer. Connor would like to be a Computer Systems Analyst and Victor aims to build further on his career as a Multimedia Specialist and Web Developer. Matthew is working towards a career as a Data Scientist. These careers have different emphasis. Victor will have the most design focused job and will need to be exceptional at visual communication. Matthew will be responsible for statistical analysis and will need to be able to communicate these results to people without the same technical or mathematical background. Connors ideal job will require a lot of troubleshooting and communicating with users who have limited technical skills themselves. Quentin’s ideal career will require creativity, collaboration and knowledge of several languages. Kanav and Mark in Cybersecurity will need to develop problem-solving skills, forensic ability, and attention to detail.

These careers all require a mastery of different technical skills however they all call for similar interpersonal skills as they will all require us to work in a team. Communication, Teamwork, Organisation, Time Management and Attention to Detail will be essential for all of us.

The biggest difference in our career paths are the technical skills we will need to focus on developing. Victor for example as a Multimedia Specialist/Web Developer requires experience and knowledge in HTML, CSS and JavaScript, skills which are not needed by the other team members as there is no use for web development in Cybersecurity, Software Engineering or even as a Data Scientist. Each persons skills reflect their ideal job and as such are differing. As a data scientist, Matthew needs skills in SQL in order to communicate with databases, in contrast Quentin needs C++ mastery as a Software engineer. Mark and Kanav have both opted for ideal jobs within the Cybersecurity sector of IT and will need an extensive knowledge of the administration and management of different operating systems such as Linux and Windows.

# **Tools**

group’s website:

Git repository (GitHub)

# **The Project**

## Project Description

take the following into account when making your decision.

* The passions, interests and skills of your group
* IT industry trends
* What would assist you in your career plan
* Feedback from Assignments 1 and 2 Your group will have developed some ideas in Assignment 2

## 

## Overview

**Topic –**

The primary purpose of this project is to create a platform using the latest technologies and trends designed to give pet owners a piece of mind when it comes to the health and safety of their pets.

The process includes building a visual representation of what the app and website will look like, along with a concept of the design for our Pet Tracking Collar.

**Motivation –**

What are your motivations for your project?

The idea came about after one of the group members cat went missing, when he was travelling for work. His friend called to say the kitten has been missing for 24 hours, and the fear was because of the breed, the cat might have been stolen, if only he had put on a tracking device on the collar before he left, he could check the location of his pet remotely.

Why is this project important or interesting?

During COVID-19, a lot of people went out and brought pets, some pets went missing or where stolen, why this project is so important and interesting.

How does it fit in with current IT trends?

Emerging IT trends in the Pet Industry is wearable monitors, pet owners want to keep tabs on your beloved animal or keep track of an ill pet's vital signs by fitting them with a wearable monitor. Other technology and trends in the industry are, online ordering, webcams and pet profiles on social media.

What would it show to a future employer if you were able to work on this project?

We would show the prototype of the website and app, and digital illustrations of what the pet collar would look like.

**Landscape –**

There are lot of pet finder or GPS tracker out there in the market today with loads of different features, which make it a bit of competition, but however there are differences that makes some standout than others, below are the top ranges of cat tracking system for 2021 and their differences.

1. **Landscape** What similar systems or products are available?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name | Type of  device | weight | battery life | Include  app | Accuracy level | Health  Monitor  And activities |
| 1 | TRACKER GPS COLLAR | -gps  -sim  -water proof | 30g |  | yes | Longe range |  |
| 2 | CUBE PRO | Bluetooth  waterproof | 12g |  | yes | short |  |
| 3 | PETKIT P2 | Bluetooth | 8.8g |  | yes | short | yes |
| 4 | KIPPY VITA | -gps  -sim  -waterproof | 46g |  | yes | longe |  |
| 5 | LOCATOR TABCAT | -Radio frequency  -waterproof | 6g |  | no | longe |  |
| 6 | WEENECT CAT2 | -sim  -waterproof | 25g |  | yes | longe | yes |
| 7 |  |  |  |  |  |  |  |

<https://www.t3.com/au/features/best-cat-gps-tracker>

1. What competitors are there?

* Tractive <https://tractive.com/en/>

1. What points of difference are there about your project compared to what exists now?

Our project comes with a lot of amazing features consolidated in one comfortable and wearable device. Instead of having to buy different devices for different purpose; below are the list of features that would give you a peace of mind for your pet and it all in one.

* Health monitor
* Gps
* GeoAlert /mic

## Detailed Description

### Aims

Build a state-of-the-art web app and tracking collar, to give pet owners a 360 view of their best friends.

Our goals for the project are:

* Build prototype of key features, such as GPS/MAP, Health Tracker and Geo-alert.
* Provide digital drawings and illustrations of pet tracker collar.
* Creating a video about the product to demonstrate what the app can do.
* Design web app, ensuring the interface is user-friendly and compatible across multiple devices/platforms.
* Develop existing website and include a prototype for the backend login page.

### Plans & Processes

Texted goes here

### Roles

All roles work hand in hand almost like a relay race; not one can be fully and efficiently completed without the other.

In this scenario, Quentin is playing our lead developer. The lead developer has the great responsibility of mentoring, providing general guidance on design and putting work into the foundation and early stages of the development of a product.

Victor is playing our interface designer. The importance in this role is to take the code from Quentin and any other developers and turn it into a nice looking, easy to use layout and design for users to enjoy.

Mark and Kanav are playing our cyber security team. Cyber security is very important when starting any company, not only are cyber security specialists responsible for keeping our code and servers secure, they also need to put security in place in order to avoid possible any possible fraud whether it is in app purchase fraud to identity fraud, it is all accounted for.

Matthew is playing our database administrator. What this means is that Matthew is responsible for ensuring databases run efficiently using specialized software to store and organize data such as financial information and customer shipping records. Matthew will be working hand in hand with Mark and Kanav (our cyber security team) to ensure that limited data is available for users and other data is secure from unauthorized access, the cyber security team will be attempting to infiltrate the system in order to find any possible security breaches.

Connor is playing our lead tester. Test results must be passed through Connor first before being published. The lead tester must either conduct experiments and tests themselves or improve and approve the rest of the team’s completed tests.

### Scopes and Limits

Due to the time constraints, it is understood that the project in its entirety cannot be realised. The scope of what this project entails is massive and for a small group to be able to design, develop and finalise such a project in the time given is unrealistic. It is however possible to show the essence of the project and what you might expect if more time was given to execute the full process.

With respect to time, the functionality of the project can still be communicated through wireframes of the app and blueprint plans of the collar.

Using MIT App Inventor, app screens can be designed such that they are visible and can be understood as to what function each screen has. We used MIT app inventor to create wireframes for 3 of the core functionalities of the app. 3 functions from the app will be shown as a representative of the app’s full functionality and capabilities: a health tracker, a GPS tracker and a geo-alert feature.

A health tracker function that measures the pet's steps taken, heart rate and temperature as well as keep track of caloric burn for your pet. It keeps track of the pet's steps and calculates the how much calories your pet has burned as well as a history of steps per day and presents that on a graph. The tracker can also compare caloric intake (manual input) to calories burned. The heart rate is monitored, and a safe range can be manually set which alerts you if it detects an abnormal heart rate.

In regard to the health tracker, it cannot measure data without sensors. As such simulated and static data has been used as placeholders. Also, a limiting factor in using the MIT app inventor is that it cannot run continuously in the background, a user must tell it when to start and stop counting. Similarly, the heartrate and temperature readings only appear when asked to simulate those measurements.

A GPS tracker will provide a visual representation of the pet's location using a GPS module inside the collar, this will work in tandem with the Google maps APIs and SDKs in order to give a precise and accurate location. The screen shown will show a map using Google Maps and will show your location as well as the location of your pet (wearing the collar). You can see how far you are to the pet in relation to the time as well as distance.

A geo-alert feature is an extension of the GPS tracker that allows the user to set an invisible perimeter around the property and can alert the user to the pet having left the designated area. The geofence can be created using the app and all the user does it set it and if the pet wearing the collar, leaves the area, you will be alerted on your mobile device.

Obviously making a functioning geo-fence is difficult without first setting up the APIs to be used and considering the time frame, that is very difficult. The app screen will show an example geo-fence as well as ‘setting-up screen’.

The app will not have a lot of functionality in some respects, but the app screens will provide adequate visualisation in order for it to be understandable and comprehensible. It will not be able to be demonstrated as there is no physical collar but considerable efforts will be put into demonstrating what it could look like if it was to exist.

In terms of the actual collar, the blueprint, plans and a visual representation of the collar will be shown, however the physical collar will not be made. All the specifications will be shown as to how and what will be used to build and program the collar.

### Tool & Technology

The PetFinders project is made up of 3 core parts: app, website and collar. Each has its own functionalities and capabilities. This section will explore the tools and technologies we use in order for our project to work.

The App

* MIT App Inventor - Proof of concept - <https://appinventor.mit.edu/>
* XCode
* Android SDK

The Web Portal

* GitHub

The Collar

* ARDUINO UNO REV3
* Arduino IDE
* U-blox NEO-6M GPS Module
* Leather
* LEDs
* Microphone and small speaker
* QR Code
* Dog Tags

APIs and SDKs

* Google Maps SDK for Android
* Google Maps SDK for iOS
* Google Calendar API
* Google Maps JavaScript API
* Google Maps Embed API
* Google Directions API
* Google Distance Matrix API
* Google Gecoding API
* Google Geolocation API
* Vonage In-App Messaging SDK
* Vonage In-App SDK
* FitBit Heart-rate API

Backend - use cloud technology – SaaS

* Amazon Web Services(AWS)
* Relational Database - MySQL
* Database management tools

Presentation

* Camtasia Studio 2020
* Premiere Pro
* After Effects
* Phones for Video recording

There is a lot of technology that works in the background to realise our project and those were also included for full transparency.

### Testing

After every technical addition, it will be tested for functionality against all other features to ensure there are no bugs. For example. The QR code feature will be tested while the GPS feature is running in the background and every other combination of features tested back and forth etc..

The aspect that will be the most time consuming in testing will be the pet compatibility. Heart rate and other data must be readable on most if not all species of pets and thus much testing is needed in order to find the perfect balance for an all in 1 collar. The collars will be tested on every species we can get our hands on. The sensors must not hurt the animals in any way so we will test different locations to attach the product onto each species and include the optimal position for each tested animal in the user manual.

After all the technical and variable testing is complete, another compatibility test will be performed over different devices with the polished product. This will be left to last as it is more efficient to have a working product which requires minimal tweaking and adjustments for compatibility on different operating systems and devices.

### Timeframes

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Week | All | Matthew Ahearn | Victor Van der Meer | Kanav Atri | Connor Abdulai | Mark George | Quentin Schuster |
| 1 |  | Explore possible tools and technologies | Write report section aims  Set up team GitHub profile | Write report section team profile | Write report section tools | Explore possible tools and technologies | Further research into project idea |
| 2 |  | Write report section Timeframe and risk | Write report section tools and technologies | Investigate tools for prototype | Write report section Topic  Write report Section Motivation | Write report section Roles | Write report section scope and limits |
| 3 |  | Learn mit app developer | Learn mit app developer | Determine preferred coding language for combined prototype | Write report section Landscape | Write report section testing | Learn mit app developer |
| 4 |  | Develop Health Tracker app prototype | Develop GPS tracker app prototype | Investigate sensor options for location, steps, heartrate and temp | Write report section skills and jobs | Compare API’s i.e thingSpeak and Arduino for compatibility with app language | Develop geoalert app prototype |
| 5 | Reflect on Assingment 2 Feedback | Create Health tracker app prototype documentation | Create GPS tracker prototype documentation | Write report section plans and progress | Test Health Tracker app prototype | Test geoalert app prototype  Test GPS Tracker app prototype | Create geoalert app prototype documentation |
| 6 | Write group reflection | Assist as required for final report submission | Compile Presentation | Write report section plans and progress | Compile Presentation | Assist as required for final report submission | Assist as required for final report submission |
|  |  |  |  |  |  |  |  |
| 7 | Submit group feedback | Learn agreed coding language | Learn agreed coding language | Build prototype of PetFindr collar with location, step, heartrate and temp sensors | Build prototype of PetFindr collar with location, step, heartrate and temp sensors | Build prototype of PetFindr collar with location, step, heartrate and temp sensors | Learn agreed coding language |
| 8 |  | Develop combined app prototype | Develop combined app prototype | Build basic pet food database with some common brands and items | Investigate sensor options for barcode and water | Create small database of pet types with different outputs based on type breed and weight | Develop combined app prototype |
| 9 |  | Adjust app prototype to take data inputs from collar prototype | Adjust app prototype to take data inputs from collar prototype | Build prototype of collar with barcode and water sensors added | Build prototype of collar with barcode and water sensors added | Build prototype of collar with barcode and water sensors added | Adjust app prototype to take data inputs from collar prototype |
| 10 |  | Expand app to include water intake and food database, alter calorie input data to be collected from barcode scanner | Expand app to include water intake and food database, alter calorie input data to be collected from barcode scanner | Test collar and combined app | Test collar and combined app | Test collar and combined app | Expand app to include water intake and food database, alter calorie input data to be collected from barcode scanner |
| 11 |  | Create new app function that allows user to specify type, breed and weight of pet | Create new app function that allows user to specify type, breed and weight of pet | Test collar, app and database | Test collar, app and database | Test collar, app and database | Create new app function that allows user to specify type, breed and weight of pet |
| 12 |  | adjust output parameters for calories temp and heartrate to be based on type of pet | adjust output parameters for calories temp and heartrate to be based on type of pet | Create advertising and promotional material | Create advertising and promotional material | Create advertising and promotional material | adjust output parameters for calories temp and heartrate to be based on type of pet |
| 13 |  | Expand pet database | Expand pet database | Test collar and app on different pets | Test collar and app on different pets | Test collar and app on different pets | Expand pet database |
| 14 |  | Review and expand promotional material | Review and expand promotional material | Perform stress testing of collar – water, dust, bites, impact, temp etc | Perform stress testing of collar – water, dust, bites, impact, temp etc | Perform stress testing of collar – water, dust, bites, impact, temp etc | Review and expand promotional material |
| 15 |  | Review bugs from testing | Review bugs from testing | Additional testing on new pets | Additional testing on new pets | Additional testing on new pets | Review bugs from testing |

### Risk

There are two primary forms of risk for this project, those being software risks and hardware risks.

The first software risk we will encounter is difficulty for our team in learning to use the programming languages, API and other software we will need to use to create the project. Using mit app inventor for the initial prototype will alleviate this risk in the early stages as it is intended for use by beginners and has dedicated tutorials aimed at newer programmers. However mit app inventor has some limitations for example the apps can’t run continuously in the background. We will need to move to more advanced programming language and platforms as the project progresses and our ability to learn these may be roadblock. It is possible we will need to adjust the scope of the project to accommodate our abilities as we continue.

Lack of uniformity in our devices will also pose challenges. Some of us are using Android devices and others use apple. This means that we will need be careful to select languages that work in both environments and make time for testing both settings. We have attempted to allow for both additional coding and testing time in the timeline. On the plus side this challenge means we need to build cross platform functionality into our project from an early stage rather than trying to port it later, which may well save us time in the long run.

Selecting the correct sensors will likely be a significant challenge. We need to ensure that they have API support that we will be able to use in our application and are also robust and effective on a variety of different pet species. It is very likely that will we need to experiment with several different sensor and as such significant time has been devoted to investigating sensors and testing the combined functionality of the app and collar.

We will also need to be mindful that the nature of the product will expose it to some stressful environments. The PetFindr will regularly get wet, muddy, exposed to dust, subjected to impacts and possibly bite force as well as see a variety of temperature and humidity. For this reason, we have included dedicated stress testing in the timeline.

Finally, it is worth noting that the PetFindr project is ambitious in scope with its range of sensors and functions. To help give the best chance to meet these objectives we have split the group into a hardware and a software team to allow us to develop specialisation and maximise our efficiency. It is recommended that whenever the software team present a new update of the app to the hardware team the group compare our actual progress with expected progress from the timeline and consider adjusting our scope to ensure we have a minimum viable product at the end of the fifteen weeks.

### Group processes and communications

We will continue to base our communications primarily through Microsoft Teams. We will commit to a minimum of two meetings per week, one midweek and one on the weekend with the frequency of meetings increasing as we get closer to the due date or as required by the group. Additional ad hoc communication for assistance, clarification or review is also to be done through the MS teams group chat to help the team feel connected and collaborative.

Our first meetings will be dedicated to understanding the assignment and breaking it down into smaller tasks. These will then be assigned to different group members with staggered deadlines through the course prior to the deadline. A checklist of these tasks will be maintained to allow easy visual reference of how the assignment is progressing. Work to date will be compiled prior to each meeting into a master document to show progress and help motivate the team. The goal is for the smaller, earlier deadlines and the checklist to be used to help us identify problem areas early in time for us to correct them.

To prevent breakdowns in communication we adopt the following policy. If a group member misses either two back-to-back deadlines, meetings or one deadline and one meeting they will be contacted individually. If there is no reply, they will be considered non-contributing and we will begin contacting out tutors to help resolve the issue.

# 

# Skills and Jobs

Texted goes here

# 

# Feedback

Texted goes here

# 

# Group Reflection

Texted goes here