|  |
| --- |
|  |
| Reflective Practice Journal  Student Logbook |
| |  |  |  | | --- | --- | --- | | Angela McGinley | [Date] | [Course title] | |

Contents

[**Essential skills for the future** 1](#_Toc198627341)

[**Weekly Reflective Log Date: 06/02/2025** 4](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627342)

[**Weekly Reflective Log Date: 13/02/2025** 6](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627343)

[**Weekly Reflective Log Date: 20/02/2025** 8](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627344)

[**Weekly Reflective Log Date:27/02/2025** 10](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627345)

[**Weekly Reflective Log Date: 04/03/2025** 12](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627346)

[**Weekly Reflective Log Date: 13/03/2025** 14](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627347)

[**Weekly Reflective Log Date: 18/03/2025** 16](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627348)

[**Weekly Reflective Log Date:25/03/2025** 18](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627349)

[**Weekly Reflective Log Date:03/04/2025** 20](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627350)

[**Weekly Reflective Log Date:22/04/2025** 22](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627351)

[**Weekly Reflective Log Date:01/05/2025** 24](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627352)

[**Weekly Reflective Log Date:08/05/2025** 26](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627353)

[**Weekly Reflective Log Date:15/05/2025** 28](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627354)

[**Weekly Reflective Log Date:20/05/2025** 30](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627355)

[**Weekly Reflective Log Date:27/05/2025** 32](https://newcollegelanarkshire-my.sharepoint.com/personal/30044855_my_nclan_ac_uk/Documents/College/HNC/Semester%202/Jenny%20Proffesional%20Practice/Reflective%20Practice_Student%20Journal.docx#_Toc198627356)

## **Essential skills for the future**

Skills Development Scotland and the Centre for Work-based Learning have produced an [**paper about Skills 4.0**](https://www.skillsdevelopmentscotland.co.uk/media/44684/skills-40_a-skills-model.pdf) identifying three key skills areas for the future:

#### **Self-management**

* **Focussing:**sorting and filtering information; paying attention to the present
* **Integrity:**managing your own emotions, strengths and weaknesses; staying true to your principles; self-control
* **Adapting:**openness to new ideas; ability to reflect; learning independently; responding positively to challenges and criticism
* **Initiative:**courage; independent thinking; risk-taking; decision-making; self-belief; self-motivation; responsibility

#### **Social intelligence**

* **Communicating:**receiving information; listening; storytelling
* **Feeling:**empathy for others; a sense of responsibility for society
* **Collaborating:** relationship-building; teamwork; social awareness; ability to adapt to new cultural settings
* **Leading:**inspiring, motivating, influencing, and developing others; the ability to ignite change

#### **Innovation**

* **Curiosity:**observation skills; asking questions; sourcing information; recognising and defining problems
* **Creativity:**imagination; generating ideas; translating thoughts, information and emotions into clear words, images and concepts; the ability to reach ideas and solutions through making, tinkering and exploring
* **Sense making**recognising patterns; seeing the big picture; finding useful structures for information and data; noticing opportunities; analysing information
* **Critical thinking:**breaking down complex problems; following a logical thought process; using your own judgement; understanding data-based reasoning

#### **Self-Assessment**

The following table should be completed on Week 1 and week 15 of your Professional Practice module. This will help you measure the distance travelled on both a personal and learning level.

This will enable you to calculate the number of points that you have improved by i.e., subtracting your abilities on week 1 (A) from your abilities on week 15 (B) and this will give you the number of points you have improved by.

For each question, score yourself a mark out of ten: 0 = being the lowest competency and 10 = being the highest competency

**Please refer to the page above when completing the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week 1: Meta-Skills Proficiency** | **A** |  |  |
| **Week 16: Meta-Skills Proficiency** |  | **B** |
| **Overall Improvement** |  |  | **C** |
|  |  |
|  | **A** | **B** | **C**  **(B - A)** |
| **Focussing** | **7** | **8** | **1** |
| **Integrity** | **8** | **9** | **1** |
| **Adapting** | **8** | **9** | **1** |
| **Initiative** | **7** | **7** | **0** |
| **Communicating** | **8** | **9** | **1** |
| **Feeling** | **6** | **7** | **1** |
| **Collaborating** | **8** | **8** | **0** |
| **Leading** | **9** | **10** | **1** |
| **Curiosity** | **8** | **8** | **0** |
| **Creativity** | **6** | **8** | **2** |
| **Sense making** | **8** | **8** | **0** |
| **Critical thinking** | **8** | **9** | **1** |

|  |
| --- |
| **Weekly Reflective Log Date: 06/02/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  Today, we learned how to do addition and subtraction in binary, hexadecimal, and decimal number systems. We also practiced converting numbers between these systems. The teacher gave examples and exercises to help us understand.  **Feelings**: What were you thinking and feeling at the time?  At first, I felt comfortable because I already know how to add and subtract in decimal. Binary and hexadecimal were a little new, but I understood them quickly. I did not find the lesson very difficult.  **Evaluation**: What was GOOD and what was BAD about the experience?  The good part of the lesson was that the teacher explained things clearly, and I was able to follow along. I understood binary and hexadecimal arithmetic well. However, sometimes I made small mistakes in carrying numbers in binary addition and borrowing in binary subtraction. Hexadecimal numbers were also tricky because they use letters (A–F) instead of numbers.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  I learned that binary and hexadecimal arithmetic are similar to decimal, but they need more attention. If I had any problems, I could have practiced more or used online tools to check my answers.  **Action Plan**: If it happened again, what would you do differently?  Next time, I will practice more problems to improve my speed and accuracy. I will also try to learn more about how computers use binary numbers because it is an important topic in computing.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Thinking Skills – Learning math helps you think clearly and work with numbers.  Paying Attention – Working with different number systems means you must be careful and accurate.  Solving Problems – You need to think of different ways to find the right answers.  Understanding – You must look at numbers closely and figure out how they work.  Being Flexible – Learning new math ideas means you have to be open to new ways of thinking. |
| **Weekly Reflective Log Date: 13/02/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  We did a team activity with three tasks. In the first task, we had to put planks together to match a picture. Our group worked well, and we finished first. The second task was about moving forward while standing on boards. We had to move together as a team, and we won this challenge too. The last task was harder—we had to move cushions so that the bottom one went to the other side, but we had limited moves. This task took a long time, and we did not finish in time  **Feelings**: What were you thinking and feeling at the time?  At the start, I was not looking forward to the activity, but as we started, I began to enjoy it, especially when we won the first two tasks. However, during the last challenge, I felt a little frustrated because it was difficult to find the right way to move the cushions. I also felt some stress because time was running out, and we were not sure what to do next.  **Evaluation**: What was GOOD and what was BAD about the experience?  **Good:**   * Our team worked well together in the first two tasks. * We had good teamwork and communication. * Winning the first two challenges made us feel confident.   **Bad:**   * The last task was confusing, and we did not have a good plan. * I usually talk a lot and don’t always listen, but in this task, I had to listen more. * Time pressure made it harder to think clearly. * The instructions weren’t clear.   **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  I learned that teamwork and communication are important. In the first two tasks, we worked well because we listened to each other. In the last task, we needed a better plan before we started. I also realized that I usually talk a lot, but this time, I started listening more because it helped the team work better.  **Action Plan**: If it happened again, what would you do differently?  If I do this again, I will:  Listen more and talk less when the team is planning.  Think before acting, instead of rushing.  Stay calm, even when the task is difficult.  Work on strategy first, so we don’t waste time.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Teamwork – I learned how to work well with others.  Solving Problems – I had to think of ways to help my team.  Listening – I usually talk a lot, but this time, I listened to my team.  Thinking First – I learned that it is important to think before acting.  Improving – Next time, I will listen more and make a better plan before starting. |
| **Weekly Reflective Log Date: 20/02/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  For our group presentation, we were tasked with planning a holiday for the Easter break within a budget of £200 per person. This was challenging due to the high costs of flights and accommodation during the holiday season. However, after researching, we selected Wroclaw, Poland, as our destination. Our group was well-organized, worked collaboratively, and listened to each other’s ideas. We successfully created a PowerPoint presentation and presented it confidently in front of the class.  **Feelings**: What were you thinking and feeling at the time?  At the beginning, I felt a bit concerned about finding a suitable destination within our budget. However, as we worked together and found solutions, I started feeling more confident and engaged. During the presentation, I was slightly nervous but also proud of our teamwork and preparation.  **Evaluation**: What was GOOD and what was BAD about the experience?  Good aspects: Our group worked efficiently, communicated well, and supported each other. We managed to stay within budget, found a great destination, and delivered a clear, well-structured presentation.  **Bad aspects:** Staying within the budget was hard, and it took time to find cheap flights and accommodation. Also, speaking in front of the class was a bit stressful.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  This experience showed the importance of teamwork, problem-solving, and effective research. One key takeaway was that good organization and communication can help overcome challenges. If we had started researching destinations earlier, we might have had more options. Also, practicing the presentation more could have boosted confidence.  **Action Plan**: If it happened again, what would you do differently?  If I were to do this again, I would:  Start researching destinations earlier to have more choices.  Consider alternative travel options, such as budget airlines or package deals.  Practice the presentation more to feel even more confident while speaking.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Teamwork: Collaborating with my group improved my ability to work effectively with others.  Problem-solving: Managing the budget constraint required creativity and research.  Presentation skills: Speaking in front of the class helped me gain confidence in public speaking.  Time management: Working within a deadline improved my ability to plan and organize tasks efficiently. |
| **Weekly Reflective Log Date:27/02/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  We held our first team meeting to brainstorm ideas for the app we wanted to develop. The session was productive but a little chaotic because everyone had plenty of creative ideas. Despite the lively discussions, we managed to gather useful concepts for the project. I also started adding tasks to Azure DevOps, which was quite challenging at first.  **Feelings**: What were you thinking and feeling at the time?  I felt excited about the team's enthusiasm but also slightly overwhelmed due to the fast flow of ideas. I was also a bit unsure about using Azure DevOps as it was new to me.  **Evaluation**: What was GOOD and what was BAD about the experience?  The good part was that the team was highly engaged and contributed many creative ideas. However, the chaotic nature of the meeting made it harder to focus and finalize decisions. Using Azure DevOps was also tough initially as I was still learning the process.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  I learned that while open brainstorming is great for creativity, it needs structure to be effective. I could have prepared an agenda or some guiding questions to focus the discussion. Regarding Azure DevOps, I realized that I needed more practice to get comfortable with task management.  **Action Plan**: If it happened again, what would you do differently?  Next time, I will help organize brainstorming sessions better to keep discussions focused. For Azure DevOps, I will spend more time learning its features and ask for help if needed to make task management smoother.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Organizational Skills: Managing a busy discussion and learning how to structure tasks.  Technical Skills: Learning how to use Azure DevOps.  Teamwork: Listening to others' ideas and contributing my own. |
| **Weekly Reflective Log Date: 04/03/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  We held another meeting to prepare the PowerPoint presentation for the SmartHire app. This meeting was more organized, and everyone listened well and contributed effectively. We divided tasks: I created wireframes, Robert worked on the project brief, Daniel handled research, and Marek designed the PowerPoint. I also continued adding tasks into Azure DevOps, which became a bit easier.  **Feelings**: What were you thinking and feeling at the time?  I felt more confident this week as the meeting ran more smoothly. It was satisfying to see the team work together and share responsibilities. Using Azure DevOps still required focus, but it was less intimidating.  **Evaluation**: What was GOOD and what was BAD about the experience?  The good part was the clear teamwork and division of tasks, which made the process efficient. Everyone took their responsibilities seriously. The only challenge was ensuring that all tasks in Azure DevOps were clearly defined, which took some extra time.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  I learned that good planning and communication lead to better teamwork. Clearly assigning tasks helped the group stay organized. In terms of Azure DevOps, I realized that clear task descriptions made it easier to track progress.  **Action Plan**: If it happened again, what would you do differently?  In future projects, I’ll continue promoting clear task delegation and communication. I will also focus on writing clearer, more detailed tasks in Azure DevOps.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Planning and Organization: Dividing tasks and ensuring efficient workflow.  Communication: Improving how we shared and discussed ideas.  Technical Growth: Becoming more comfortable with task management tools. |
| **Reflective Learning Toolkit** **Weekly Reflective Log Date: 13/03/2025** **Date:**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  We presented the SmartHire app project, and overall, the presentation went well. The team worked excellently together, supporting each other throughout the process. Our client asked us many detailed questions, which we handled confidently. However, due to time constraints, we weren’t entirely sure how much of their feedback we could implement in the project. The presentation lasted 45 minutes, and we also provided the client with printed copies of the project overview and sample questions for their reference. I continued updating tasks in Azure DevOps, which had become much easier by this point.  **Feelings**: What were you thinking and feeling at the time?  I felt proud of how well we handled the presentation and the client’s questions. It was reassuring to see the team work together smoothly and support one another. However, I also felt a bit uncertain about how much of the client’s feedback we could realistically implement due to the limited timeline. I felt more confident managing Azure DevOps tasks compared to earlier weeks.  **Evaluation**: What was GOOD and what was BAD about the experience?  The best part was the strong teamwork and our ability to answer the client's questions clearly. The printed materials were also a good addition and made the presentation more professional. The challenge was managing the time effectively and considering how to incorporate client feedback within the project scope.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  I learned that preparing for client questions is crucial, and it's also important to manage expectations regarding project scope and timelines. Printing the project overview and sample questions was a helpful way to provide clear information. Continuous practice with Azure DevOps made the process smoother and more efficient.  **Action Plan**: If it happened again, what would you do differently?  In future presentations, I would focus on rehearsing more to better manage time and prepare more thoroughly for client feedback. I’ll also work on clarifying which suggestions can realistically be implemented within the project's timeline. Regarding Azure DevOps, I’ll continue refining my skills and ensure tasks are clearly defined.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Communication: Handling client questions effectively and presenting information clearly.  Time Management: Learning to manage presentation timing and expectations.  Teamwork and Support: Building strong connections and supporting each other.  Adaptability: Getting more comfortable with new tools and responding to unexpected client feedback. |
| **Weekly Reflective Log Date: 18/03/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  Our project group had a meeting to split up tasks. We managed to create a basic layout in IntelliJ, with navigation buttons, a Swing GUI, and a rules screen. We also successfully uploaded everything to GitHub. However, I struggled with password validation and generating passwords for the user, but I managed to solve it in the end.  **Feelings**: What were you thinking and feeling at the time?    At the time, I felt a bit frustrated with the password validation part because I wasn’t sure how to approach it. But after working through it, I felt relieved and happy when I finally got it to work. Overall, I felt positive about the progress we made as a group.  **Evaluation**: What was GOOD and what was BAD about the experience?  What was GOOD:   * We made good progress on the project. * The group worked well together, and we managed to split tasks efficiently. * We managed to upload everything to GitHub, which is a huge step.   What was BAD:   * I struggled with the password validation and generating passwords, which delayed my part of the task. * There was a bit of frustration with figuring out the best approach to handle the password system.   **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  Looking back, I realize that I could have asked for help earlier instead of struggling on my own for so long. Next time, I should focus on collaborating more when I get stuck. I shouldn’t have hesitated to ask for advice, as it would’ve saved me time.  **Action Plan**: If it happened again, what would you do differently?  If it happened again, I would try to break down the problem earlier and ask the group for help or ideas. I would also do more research in advance to be better prepared for the task.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  The experience helped improve my problem-solving skills and ability to work under pressure. I also learned to persevere when facing technical issues and got better at collaborating with the team. |
| **Weekly Reflective Log Date:25/03/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  We continued working on the project and added a login page. I managed to implement authentication for the login by creating a new method for it. The group also looked into databases, but it was difficult because we couldn’t find a free version that would work for us. We tried XAMPP, but it lacked security, and SQL Lite wasn’t the easiest option either. We also looked into Azure, but we needed the Ultimate version of IntelliJ to run it, so that didn’t work either. Despite all of this, we kept looking for a solution. In addition, I added a timer to the project, Marek added music, Robert worked on avatars, and Daniel looked into SQL Lite. I’m really happy with how the group is working together – everyone listens to each other and contributes well.  **Feelings**: What were you thinking and feeling at the time?  At the time, I felt a bit frustrated because we couldn’t find a database that suited our needs. But I was also proud of the progress we made despite the challenges. The group’s cooperation made me feel confident, and I was happy with the way we handled things together.  **Evaluation**: What was GOOD and what was BAD about the experience?  What was GOOD:   * We made progress with the login system and other parts of the project. * Everyone contributed their part, and we continued to work well as a group. * Even though the database search was difficult, we didn’t give up and kept looking for solutions.   What was BAD:   * The database search was frustrating because we couldn’t find a free version that worked for us. * The issues with Azure and the difficulty with SQL Lite were annoying. * Some things took longer than expected, especially with the database and IntelliJ setup.   **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  Looking back, we could have done more research on databases before we started, which might have saved us some time. We also could have worked more on getting everything set up with IntelliJ sooner so we wouldn’t have faced issues with versions and compatibility. But despite the challenges, we worked well as a team and stayed focused.  **Action Plan**: If it happened again, what would you do differently?  If this happens again, I would focus on researching databases and tools earlier to avoid wasting time. I’d also make sure everyone has the right version of the software needed so we don’t run into compatibility issues.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  I feel that my technical skills improved, especially with authentication and adding features to the project. I also improved my teamwork and communication skills, as we worked really well together, and everyone was open to discussing ideas and challenges. |
| **Weekly Reflective Log Date:03/04/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  I was working on the Rules Screen, which included:   * Adding settings for background (light/dark mode) * Implementing the database connection * Testing the connection to make sure data loaded correctly   I wrote code to let the user choose a background color, set up the database schema for storing rules, and ran tests to verify the connection.  **Feelings**: What were you thinking and feeling at the time?  At the time, I felt both excited and nervous. I was excited because the Rules Screen was a key part of the app’s user experience. I was nervous because I had never connected a database to a settings screen before and worried my code might break other parts of the app.  **Evaluation**: What was GOOD and what was BAD about the experience?  **What was good?**   * The background settings feature worked smoothly and improved accessibility. * I successfully connected to the database and stored user preferences. * Testing revealed a minor bug early, so I fixed it before release.   **What was bad?**   * I spent too much time on testing the database connection and missed a small deadline. * I forgot to update the team when I changed the database schema, causing confusion in linked features.   **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  I learned that thorough testing is important, but I need to balance it with time constraints. I also realized that any change to the database should be communicated immediately to the team. I could have planned my testing steps ahead of time and alerted teammates when I began modifying the schema.  **Action Plan**: If it happened again, what would you do differently?  If I face a similar task again, I will first sketch out a brief testing schedule to guide my work and set a strict time limit for connection tests. I will also send a status update to the team as soon as I begin any change to the database schema. Finally, I will ask a teammate to review my schema changes early, so I can catch potential issues before they affect other parts of the project.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  This process improved my time-management skills by teaching me to estimate and control the time I spend on testing. It also strengthened my technical communication, as I now understand the value of promptly sharing changes that impact the entire team. Writing and running tests sharpened my attention to detail, helping me catch errors sooner. Overall, adapting my workflow to include planning and communication steps has made my feature development more reliable and efficient. |
| **Weekly Reflective Log Date:22/04/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  Today, I worked on completing outcomes 2-5 for my software class, focusing on the tasks required for these outcomes. I also dedicated time to fixing minor bugs for the graded unit, ensuring everything was functioning correctly.  **Feelings**: What were you thinking and feeling at the time?  At the time, I felt focused but a bit frustrated with some of the bugs I encountered. It was rewarding when I managed to track down and fix the issues, but there were moments of doubt when the bugs seemed tricky. There was also a sense of accomplishment as I moved closer to completing the required outcomes for the course.  **Evaluation**: What was GOOD and what was BAD about the experience?  The GOOD part of the experience was that I made significant progress on the outcomes, and I was able to resolve some of the bugs that were delaying my progress. On the BAD side, the bugs took more time than I expected, which caused a bit of stress and made me feel like I was falling behind schedule.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  This situation highlighted the importance of patience and persistence when dealing with technical problems, especially bugs. Looking back, I could have planned more time for debugging and testing earlier in the process to avoid last-minute stress. I also realized that seeking help from classmates or resources earlier could have sped up the process of fixing the bugs.  **Action Plan**: If it happened again, what would you do differently?  If this happens again, I would allocate specific time for debugging and testing, making sure to tackle smaller issues as soon as they arise rather than waiting until the last minute. I would also consider collaborating with others to troubleshoot more efficiently and avoid getting stuck on problems for too long.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  As a result of this experience, my problem-solving and debugging skills have improved. I’ve also learned to manage my time better when working on tasks that involve technical components and require attention to detail. These skills will help me in future assignments and in real-world software development. |
| **Weekly Reflective Log Date:01/05/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  Today, I created a Gantt chart on top of the Azure Boards, and I also worked on the Agile Gantt chart. Additionally, I focused on the final tasks for the project, ensuring everything was working as expected, including testing the .jar file.  **Feelings**: What were you thinking and feeling at the time?  At the time, I felt focused and a bit pressured due to the need to finalize everything. There was a sense of accomplishment when the Gantt charts started to come together and when I confirmed that the .jar file was working properly. However, there was also a bit of stress as I double-checked everything to ensure there were no issues before finalizing the project.  **Evaluation**: What was GOOD and what was BAD about the experience?  The GOOD part of the experience was that the Gantt charts came out as planned, and I was able to integrate them with Azure Boards effectively. The .jar file worked as expected, which was a major relief. On the BAD side, I sometimes felt overwhelmed trying to juggle multiple tasks and make sure all the details were covered, particularly with the technical aspects like the .jar file.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  The experience reinforced the importance of managing multiple tasks simultaneously, especially when working with project management tools and technical components. I could have planned my time better to avoid feeling rushed towards the end. For future projects, I should ensure I allocate specific time slots for each task rather than trying to multitask too much, especially with critical technical elements.  **Action Plan**: If it happened again, what would you do differently?  If this were to happen again, I would break down the tasks into smaller steps and allocate more time for testing, especially for technical components like the .jar file. I would also ensure that I manage my time more effectively so that I don’t feel overwhelmed, possibly by scheduling breaks or setting clear milestones for each section of the work.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Through this task, my time management and project coordination skills have improved. I’ve learned how to integrate project management tools like Azure Boards with Agile methods, as well as how to test and troubleshoot technical aspects of a project. These skills will be valuable for future projects that require both organizational and technical expertise. |
| **Weekly Reflective Log Date:08/05/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  Today, I worked on organizing and uploading all the paperwork for our project onto Moodle. My focus was ensuring that everything was in order and submitted correctly according to the requirements.  **Feelings**: What were you thinking and feeling at the time?  At the time, I felt a mix of concentration and a bit of pressure to make sure every document was correctly formatted and uploaded on time. There was also a sense of satisfaction when everything started to come together and I could double-check that it was all accurate.  **Evaluation**: What was GOOD and what was BAD about the experience?  The GOOD part of the experience was that I was able to stay focused and complete the task efficiently. The documents were successfully uploaded, and I felt confident that everything was organized. However, the BAD part was the occasional uncertainty about whether I had overlooked any details, especially in terms of the formatting or small submission criteria that might not be immediately obvious.  **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  This situation highlighted the importance of attention to detail. The sense of pressure I felt came from my desire to get everything just right. In hindsight, I could have double-checked the submission instructions more carefully to ensure I didn’t miss any subtle requirements. I could have also asked a colleague to review the submission, which might have helped reduce any anxiety about potential mistakes.  **Action Plan**: If it happened again, what would you do differently?  If this were to happen again, I would create a checklist based on the submission guidelines to ensure nothing is overlooked. I would also consider seeking a second opinion from a teammate or supervisor before finalizing the upload. This would help ensure that everything meets the necessary standards.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  As a result of this task, I feel that my organizational skills and attention to detail have improved. I’ve learned the value of creating checklists for complex tasks and the importance of seeking feedback when in doubt. These competencies are important in both academic and professional settings, as they help ensure high-quality and accurate work. |
| **Reflective Learning Toolkit** **Weekly Reflective Log Date:15/05/2025** **Date:**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  We prepared for our final group presentation. I was feeling quite stressed beforehand, so during my part of the presentation, I read from the script I had prepared earlier. Despite this, I did manage to speak from memory at times and maintained some eye contact with the audience. However, I realized that I only made eye contact with a few people and not the whole audience. I believe I could have spoken more freely from memory and engaged more confidently if I had been less stressed.  **Feelings**: What were you thinking and feeling at the time?  I was nervous and anxious before the presentation, which affected my delivery. I felt a bit disappointed that I relied on my notes more than I had intended. However, I was also proud that I managed to get through it and contribute to the group’s effort. I was aware that I had prepared well, but the stress got in the way of fully showing that.  **Evaluation**: What was GOOD and what was BAD about the experience?  **Good aspects:**   * I was well-prepared with a written script. * I was able to maintain some eye contact and spoke partly from memory. * I contributed effectively to the group presentation overall.   **Challenging aspects:**   * I was overly stressed, which reduced my confidence. * I relied too much on my notes instead of speaking naturally. * My eye contact was limited and not spread across the whole audience.   **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  This situation highlighted the impact of stress on my performance. While preparation helped ensure I had something solid to say, my nervousness led me to rely too much on the script, which affected my delivery and engagement with the audience. In hindsight, more relaxation techniques or rehearsal might have helped reduce the anxiety and improved my confidence to speak from memory. I now see the value of practicing not just what to say, but also *how* to say it under pressure.  **Action Plan**: If it happened again, what would you do differently?  Next time, I will rehearse more under timed and pressured conditions to simulate the real environment. I’ll also practice stress-reduction strategies such as breathing exercises beforehand. I’ll aim to rely less on written notes by preparing key points and speaking more naturally. I will also make a conscious effort to look around the room and engage all members of the audience.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Public Speaking: Gained awareness of how to improve delivery and audience engagement.  Stress Management: Recognized the need to manage stress to perform better under pressure.  Self-awareness: Identified specific areas for improvement in presentation style.  Preparation Techniques: Learned the importance of rehearsing both content and delivery style. |
| **Weekly Reflective Log Date:20/05/2025** **Date:**  **Reflective Learning Toolkit**  Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  I was checking all the paperwork and documents needed to finalize and upload my Graded Unit. At the same time, I was working on completing and polishing my portfolio, making sure everything was perfect. I felt nervous that I might have missed something important, so I checked everything multiple times to be sure it was all correct and complete.  **Feelings**: What were you thinking and feeling at the time?  I felt anxious and under pressure because this was an important submission. I was worried I had skipped or forgotten something. At the same time, I was determined to make sure everything was as good as it could be. Each time I double-checked and found things in order, I felt a bit more confident and relieved.  **Evaluation**: What was GOOD and what was BAD about the experience?  **Good aspects:**   * I was thorough and careful, reviewing everything multiple times. * I stayed focused and committed to submitting a complete and high-quality portfolio. * My attention to detail helped catch small issues before submission.   **Challenging aspects:**   * The stress made me second-guess myself and added extra pressure. * I spent a lot of time re-checking things due to nervousness, which could’ve been avoided with more confidence in my preparation.   **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  This situation showed me how important final checks are when submitting something significant. While stress and nervousness were challenging, they also motivated me to be more thorough. However, the experience also taught me that I need to trust in my preparation and develop more confidence in my ability to complete tasks correctly the first time. If I had created a checklist earlier in the process, it might have reduced some of the stress and allowed for a smoother final review.  **Action Plan**: If it happened again, what would you do differently?  n future submissions, I’ll create and use a checklist from the beginning to track completed tasks and reduce the risk of missing anything. I’ll also build in extra time for a calm, final review. Practicing better time and stress management will help me feel more confident and reduce the need for repeated checks.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Attention to Detail: Carefully reviewed and refined important work.  Time Management: Balanced multiple tasks and worked toward a deadline.  Stress Awareness: Recognized the effects of nervousness and how to manage it.  Responsibility: Took full ownership of the final quality of submitted work. |
| **Weekly Reflective Log Date:27/05/2025** **Date:**  **Reflective Learning Toolkit**    Gibbs, G. (1988) Learning by Doing: a guide to teaching and learning methods  **Description:** Describe what happened during your selected situation for reflection:  I completed and submitted my portfolio, which marked the final stage of the Graded Unit. It was a big task that I had been dreading for a while, but once I finished it, I felt proud of how it turned out. The layout, content, and effort I put into it made it look good and professional.  **Feelings**: What were you thinking and feeling at the time?  I felt a strong sense of relief and pride after submitting the portfolio. At first, I had been overwhelmed by the amount of work involved, but seeing the final result made it all feel worthwhile. I was happy that I pushed through the initial dread and delivered something I could be proud of.  **Evaluation**: What was GOOD and what was BAD about the experience?  **Good aspects:**   * The portfolio was completed to a high standard. * I overcame the anxiety I had about starting and finishing it. * The final result reflected the time and effort I invested.   **Challenging aspects:**   * Getting started was difficult due to the mental block and pressure. * I had moments of doubt throughout the process, worrying about whether it would be good enough.   **Analysis:** What sense can you make out of the situation? What else could you have done? What should you not have done?  This experience showed me that the hardest part of a big project can sometimes be just getting started. Once I pushed past that mental barrier and committed to the work, things became more manageable. I also realized that consistent progress and attention to detail throughout the process made the final stages much smoother. It was a reminder that avoiding tasks due to fear only makes things harder in the long run.  **Action Plan**: If it happened again, what would you do differently?  Next time I’m faced with a big project, I’ll aim to start earlier and break the work into smaller, manageable parts. I’ll also remind myself of this positive experience to help reduce the initial stress and self-doubt. Having seen what I can produce, I’ll approach future work with more confidence in my ability.  **Meta-skills:** Which competencies, do you feel have improved for you as a result, and why?  Self-Motivation: Pushed through initial hesitation and completed a large task.  Confidence: Built belief in my ability by producing work I’m proud of.  Resilience: Managed stress and stayed committed to finishing strong.  Project Management: Organized and completed the portfolio in a structured and effective way. |

Thank you