

## **Reflection**

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### **Week 6**

#### **Tasks Undertaken**

In this week's workshop, we concentrated on understanding functional and non-functional user requirements to create a Requirements Traceability Matrix (RTM) that map out and prioritize the project's features. During tutorials, we developed example user stories and ranked them to help prioritize our features based on their importance. As a team, we finalized the project management mind map and successfully submitted this assignment on time.

#### **Critical Reflections**

The session on user requirements reinforced the importance of aligning project goals with user needs from the outset. Creating the RTM highlighted how essential thorough documentation is for the project's organization and it also made me more conscious of areas where additional learning would be beneficial to meet all requirements. I realized the need for adaptability to stay adjacent with project goals.

#### **Next Week's Tasks**

Next week, we will start drafting the initial project concept and outline our approach to data analysis with user requirements in mind. I plan to deepen my understanding of data handling techniques to improve our analysis and project visualization strategies.

## **Week 7**

### **Tasks Undertaken**

This week, our main focus was on software design which involves creating various diagrams to visually represent our system's architecture and flow. These diagrams helped break down the technical structure of our project and provides a clear visualization of its various modules and interactions. We also refined the RTM based on feedback to ensure alignment with project goals.

### **Critical Reflections**

Developing design diagrams provided clarity on the technical aspects of our project which would be challenging to convey otherwise. It also mentioned the complexity of certain components which prompts me to think carefully about how each part would support the overall user experience. Working through these diagrams brought forward the need for a strong foundational structure to avoid potential pitfalls later in the project.

### **Next Week's Tasks**

Next week, we will finalize the initial concept design and draft early versions of the user interface to ensure clarity in our project vision. My goal is to ensure that the design elements align with our core requirements for a smooth progression to the next development stage.

## **Week 8**

### **Tasks Undertaken**

This week's workshop emphasized the importance of presentation skills where each team member had to give a mini-presentation and receive personalized feedback from the lecturer. We also delivered our tutorial presentation on the project's purpose, structure, and process, explaining the "why" "what" and "how" of our concept. By the end of the week, we successfully submitted our initial concept and data analysis report.

### **Critical Reflections**

Practicing presentations made me understand the importance of communicating ideas clearly and confidently on subjects. The feedback we received was valuable in refining our approach and helping us identify areas where explanations needed further clarification. Presenting solidified my understanding of our project's objectives and improved my ability to convey the project's vision effectively.

### **Next Week's Tasks**

Next week, I will work on refining our presentation techniques and start planning for more detailed sections of the final proposal. I will also review any presentation feedback to ensure we address all areas for improvement in our next presentations.

## **Week 9**

### **Tasks Undertaken**

This week involved additional presentation practice where we focused on refining our delivery and ensuring our messages were impactful and clear. We continued working on the project structure and added more details to our flowcharts and diagrams to better outline our project components.

### **Critical Reflections**

Each presentation practice allowed us to better understand the nuances of effective communication. Feedback from earlier sessions helped me refine my speaking style, in particular it made me more conscious of pacing and emphasis on certain details. Naturally frequent practice not only improves content but also builds confidence and fluency in technical presentations.

### **Next Week's Tasks**

Next week, I plan to continue working on our concept documentation and start organizing our final proposal. Additionally, I'll focus on reviewing the RTM once more to ensure consistency across all project documentation.

## **Week 10**

### **Tasks Undertaken**

With the project planning progressing toward its final stages, we focused on wrapping up all ongoing documentation tasks and refining our project plan for the upcoming steps. This included consolidating our RTM, initial design diagrams, and overall documentation to ensure that all elements were cohesive and clearly aligned with our project goals.

### **Critical Reflections**

Completing the RTM and design diagrams was a milestone that reinforced our project's foundation. Reviewing our progress gave us a valuable opportunity to see how far we have come and allowed us to identify areas where additional detail was necessary. This week I learned the importance of organized and thorough documentation which ensures that each project stage builds smoothly on the last and provides a solid base for our final implementation.

### **Next Week's Tasks**

Next week, I plan to focus on gathering any remaining resources and refining our documents to prepare for the presentation phase. My priority will be to gather all resources in preparation for the presentation of our project proposal.

## **Week 11**

### **Tasks Undertaken**

We started drafting our presentation slides for the final project proposal and spent time watching presentations from other groups to gain insight into different presentation styles and techniques. Observing peers was helpful for identifying effective ways to structure information and visualize concepts clearly. We refined the visual elements of our slides to make them more engaging and ran practice sessions to polish our delivery.

### **Critical Reflections**

Preparing the presentation slides encouraged a more concise approach to complex information, ensuring that each point could be easily understood by the audience. Watching other groups present helped us pinpoint areas where we could further polish our delivery while highlighting the importance of clarity in slides.

### **Next Week's Tasks**

Next week, we will finalize the slides and begin rehearsals to refine our timing and presentation flow. I will focus on integrating feedback into our presentation to ensure that our slides are cohesive and effectively represent our project objectives.

## **Week 12**

### **Tasks Undertaken**

This week was dedicated to finalizing and practising the presentation of our slides by conducting rehearsal sessions to ensure our timing was accurate and preparing for potential questions. Finally we presented in front of the class and I covered the flow chart and UI design parts of the project.

### **Critical Reflections**

Finalizing the presentation and rehearsing with the team emphasized the value of preparation, especially for group presentations where timing and flow are crucial. Practicing multiple times made a noticeable difference in my confidence levels and fluency. Consistent preparation really helped to reduce presentation anxiety and improved my overall performance.

### **Next Week's Tasks**

Next week, we will gather feedback from our presentation and start planning our final project proposal.

## **Week 13**

### **Tasks Undertaken**

This week, we started drafting the final project proposal and held team meetings to make steady progress. These meetings allowed us to allocate tasks efficiently and verify that everyone's contributions aligned with the project's overall objectives.

### **Critical Reflections**

Frequent team meetings facilitated a structured approach to drafting our proposal and ensured that every team member stayed engaged and aligned. Again the value of collaboration was shown to me where open communication and accountability keep everyone on track. Meeting daily also helped foster a strong sense of teamwork which reinforced the check ins for large tasks.

### **Next Week's Tasks**

Next week, I will focus on completing the remaining sections of the proposal and preparing for the final submission. I will make sure that the flow chart and UI section is perfectly fine.



## **Week 14**

### **Tasks Undertaken**

In our final week, we completed and submitted the project proposal and conducted a thorough review of all sections for accuracy, consistency and completeness. We got online and finalized citations, proofread each section and ensured that the proposal accurately represented our project's goals and methodologies.

### **Critical Reflections**

Finalizing the proposal was a culmination of our efforts over the semester and provided a sense of accomplishment as our initial ideas transformed into a structured plan. I believe we have shown the value of attention to detail and cohesive writing which are crucial for conveying complex ideas professionally. The thorough review process should make sure that our document would serve as a reliable reference as we move forward in the project.

### **Next Week's Tasks**

Next week, as we transition into the next unit, my focus will be on organizing any follow up tasks and collaborating with the team to maintain preparedness for the upcoming implementation phase.