Process report

The Outlook Hotel Booking System

ICT Engineering

Group 11

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Course: SEPI1

Supervisors:

Mona Wendel Andersen

Allan Henriksen

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Contents

Before

1.1 Group Policy

1. We expect group members to do a fulltime job with their studies. Group meetings are happening within ordinary working hours between 9am-15pm. Not spanning entire timeframe, but restricted to this timeframe (No meetings at night, evenings, weekends etc.), with some flexibility. When deviating, consensus most be reached among the group members.

2. Frequency of group meetings are every weekday during the project period. 5 times a week. Deviation most be agreed upon amongst all group members

3. Preparations for group meetings and work sessions must be made at home following the guidelines laid out on the previous meeting.

4. We are going to make breaks in the group meetings. Social media and gaming, other private activities, smoking, are restricted to these breaks. Frequency in between break min. 40 minutes. Break durations. 15 minutes if required. Less can be agreed upon.

5. Every group meeting and supervisor meeting will have an agenda providing guidelines for proceedings of the meeting. We will agree about the agenda of the next meeting before we leave any ongoing/current meeting. All group members will be responsible for making the agenda.

6. We will call for a supervisor meeting, when it is required. Subject to the requirement of the situation. At least once a week.
7. It is not acceptable that people are always running late.
8. If someone does not show up for group meetings, we have to evaluate this if it happens more than once.
9. Shishir Sharma will be responsible for keeping a log of our process.

10. Before taking any decisions, we will take turn to listen to each other's perspective. Everyone should be able to provide their perspective without interruption.

11. When we disagree about important decisions we will consult the supervisor. Vote, if equal vote, throw a dice.

12. We do not force group members to participate in social event during the day like having a cup of coffee and talk about things not related to the project.

13. Everyone in the group should make roughly equal contributions. We will ensure this by evaluating the workload of work divided. Maybe reconsider the distribution of work amongst group members.

14. Evaluation of work process and progress will happen during every meeting.

15. If people don't show up continuously, this would be a valid reason for kicking them out of/expel them from the group. If people do want to leave the group, they should say so, as soon as possible. Involve the group in their considerations.

16. To prevent that the group from falls apart, we will talk about problems/potential conflicts before they get bigger. Listen to each other. People should be open about problems, so that we can align expectations within the group. People should actively try to make people talk about problems, in order to find and implement the necessary change.

1.2 SWOT

1.2.1 Group SWOT:

Strengths:

Most of us have experience with teamwork in another University/Tertiary education. Other have experience from high school.

Most of us feel confident in JAVA. We should be able to help each other out.

We feel that we have a fair amount of awareness and self-reflection. This make us able to counter conflict situations.

So far all group members have met the obligations that we agreed about.

Weaknesses:

We might have some room for improvement in our English vocabulary.

We are not very creative people, so we might need to consult the supervisor if we are out of ideas.

None of us occupy the shaper role. We must push to move forward.

Opportunities:

Learning programming, thinking

Learning presentation. Selling

Learning planning, logistics.

Learning documentation, report writing, structuring.

Learning Social skills related to group work.

Threats:

Not getting started, getting stuck in the process.

Not being organized, as a group, or as individuals.

Lack of integration of work, perspective sharing within the group.

Non-functioning group. Conflict within the group.

No alignment of expectation.

- Regarding the work process
- individual contribution, commitment.
- Disagreement about the direction of the project.

Logistical challenges. Computer breakdown, equipment breakdown. Resources not available.

1.2.2 Individual SWOT:

Shishir Sharma:

Strengths
Willing to contribute, open minded, tolerant.

Weaknesses
Lack of experience in group work.

Opportunities
Chance to learn more programming.

Threats
Lack of self-confident.

Nikola Petkov Vasilev:

Strengths
Adaptive to changes, practical, efficient.

Weaknesses
Lack of will to finish the whole project.

Opportunities

Chance to work in a group.

Threats
Lack of motivation.

Jeppe Graasbøll Jensen:

Strengths
Experience from other universities and real life job situations, catalyst for thinking and perspective sharing.

Weaknesses
Tend to see errors rather than affirming people. Being not enough cautious. Thinking rather than doing.

Opportunities
Gaining experience with software development process. Improve programming skills.

Threats
Getting stuck thinking, not completing enough. Not getting started.

Hristo Rumenov Getov:

Strengths
Able to work in team, open minded, responsible

Weaknesses
Not good in programing

Opportunities
Gain experience working in group, improve programing skills

Threats
Multitasking, afraid of missing deadline

1.3 Belbin analysis

Shishir Sharma

Roles: *Implementer, Specialist*

My Belbin roles are Implementer and Specialist. My main job as an implementer is turning ideas into reality as well as getting the job that everyone else avoids. As a specialist, I can easily concentrate on a task and I don't mind sharing my knowledge with someone else.

Nikola Petkov Vasilev

Roles: Implementer, Specialist

According to my Belbin profile I am Implementer and Specialist. As an implementer I can contribute to the team with efficiency and finishing when given tasks on time. My specialist role helps me to have a high level of concentration when I am implementing the given tasks.

Jeppe Graasbøll Jensen

Roles: Monitor Evaluator, Resource Investigator

I like evaluating logic I see in my surroundings. Looking for error or inconsistence. I draw parallels between different cases, testing to reapply logic. Try to perceive problems and solutions intuitively. I love to share perspective with other and figure out how their perspective can improve my understanding of an issue. Thinking and talking usually precedes implementation.

Hristo Rumenov Getov

Roles: Implementer, Investigator, Team Worker

My role (according to my Belbin profile) in the group is to be an implementer, because I try to turn the ideas into action and organizes the work it needs to be done. I also see my role as investigator because I always try to find more information about the tasks and make lot of researches. I am also a team worker, always discuss my ideas with my colleagues before getting to the action.

1.4 Belbin group analysis

We have no: Shaper, Plant, Complete Finisher.

No Shaper: we must be aware to move forward. Not to become passive or stuck. Make sure that everyone does the part and that the project is on schedule.

No Planter: We might get stuck in situations, if the conventional solutions doesn't solve the specific problems of a specific case. Then we can be consulted by the supervisor for inspiration.

No Complete finisher: We must put extra effort in checking and polishing the final product.

We have different talents within our group. We complement each other in many ways. We must be careful about our weak spots. Be aware, that we must also fill out the roles not natural to any of us.

1.5 Consideration and Academic writing

We agreed that for the project report reflective writing is a necessity and for the process report academic writing is needed, since both will be assessed from at least one expert. Aiming for the expert should be prioritized, otherwise loss of interest could be an element of hazard and the reports might be considered unprofessional.

On the other hand, we decided that the user manual should be written simply and clearly so the hotel employees along with the manager can see how the system works without having to consult someone else or trying to figure how everything functions.

During

2.1 Group Roles

RECORDER-MONITOR

We agreed that one person should be responsible for the daily log. The responsible person was Shishir, we kept record of our work and plans to do the other day.

CHECKER

We all performed checker role by looking through everything that has been made, whether it was coding or writing. The checker was also the person who had to make sure that we followed to the planned daily time schedule and asked about the work completed in home.

COORDINATOR

We all performed the coordinator role by delegating the work load and voting when we need to create the time schedule. The time schedule was something we planned from day to day, which

allowed us to have a better overview of the task at hand.

PRESENTER

We all performed the presenter role by being the one who had to be able to present what we had done and what we still needed to do.

2.2 Peer Assessment

We used to have a talk with every member at the last half hour of the day, if anyone had any problem with the work or anything they wanted the group to do. We felt that we were quite behind other group member so we tried our best and divided the work with every group member. As a result, by second week we were catching up with other group. We tried to do most of the work during the working days and did some work on the weekend. We noticed that we were quite late at arrival so we said everyone to come to class ten minutes earlier than the arrival time.

2.3 Detailed List of Tasks

Use Case/Sub Use Case description and Activity Diagrams	
Use Case Diagram	Jeppe
Sequence Diagram	Nikola, Hristo
Make Booking, Check Daily Ledger	Nikola
Change Booking, Delete Booking	Hristo
Register Check-in / Check-out	Shishir
Check Availability, Search for Booking	Jeppe

Classes	
Hotel class	Jeppe
Booking class	Jeppe
Room class	Shishir, Jeppe
Guest class	Shishir, Jeppe
MyDate class	Shishir, Jeppe
Address class	Shishir, Jeppe
HotelFileAdaptor class	Jeppe, Hristo, Nikola
MyFileIO	Jeppe, Hristo, Nikola
RoomFileAdaptor	Jeppe, Hristo, Nikola
Javadoc	Hristo

Project report tasks	
Cover page	Shishir
Introduction	Shishir
Analysis	Shishir
Design	Shishir
Sequential diagram design	Hristo
Implementation	Nikola
Tests and Result	Jeppe, Shishir
Conclusion	Shishir
Reference	Shishir
User Manual	Nikola
Appendices	Shishir

Process report tasks	
Cover page	Shishir
Group policy	Jeppe, Shishir, Hristo, Nikola
SWOT	Jeppe, Shishir, Hristo, Nikola
Considerations	Shishir
Group roles and performances	Shishir
Peer assessment	Shishir
Detailed list of tasks	Shishir
Daily Log	Shishir
Group & Supervisor meeting	Jeppe
Reflections	Jeppe, Shishir, Hristo, Nikola
Bloom profiles	Jeppe, Shishir, Hristo, Nikola

2.4 Daily Log

Meeting 1.

Day: *Monday | 15 May 2017*

- The requirements were re-written and use case diagram was re-made.

- Everyone were provided with two topics and were asked to make use case description and activity diagram.

Meeting 2.

Day: *Tuesday* | *16 May 2017*

- We went through every use-case description and activity diagram and made the corrections.
- We talked about the class diagram. Everyone came with proposal of class diagram.

Meeting 3.

Day: *Wednesday* | *17 May 2017*

- We discussed the class diagram and finalized it.
- After class diagram was completed we made a division: two people worked on code and two people worked on Sequence diagram.

Meeting 4.

Day: *Thursday* | *18 May 2017*

- We made correction on the class diagram and use case diagram.
- We started coding basic classes.

Meeting 5.

Day: *Friday* | *19 May 2017*

- We added file adapter to the class diagram and made some minor correction in class diagram.
- We worked on sequence diagrams.

Meeting 6.

Day: *Monday* | *22 May 2017*

- We went through the code and we explained the functionality to everyone.
- We left early to study the implementation of file adapter.

Meeting 7.

Day: *Tuesday | 23 May 2017*

- We worked on file adapter.
- We worked on design of GUI. We decided to complete all the code and GUI on 2nd week and work on report and process report on 3rd week.

Meeting 8.

Day: *Wednesday | 24 May 2017*

- We worked on GUI and finalized the design of the GUI. We also divided the implementation of the GUI among each other as homework.
- We worked on remaining code

Meeting 9.

Day: *Friday | 26 May 2017*

- We divided the work load need for the implementation of the GUI.

Meeting 10.

Day: *Monday | 29 May 2017*

- We made connections between GUI tabs and made it functional. We made final corrections in the class diagram and activity diagrams.
- We tested the code and started to work on project report.

Meeting 11.

Day: *Tuesday | 30 May 2017*

- We worked on the GUI code.
- We divided the work load for project report. We started making process report.

Meeting 12.

Day: *Wednesday | 31 May 2017*

- We work on the project and process report.
- We worked on Javadoc and User guide.

Meeting 13.

Day: *Thursday | 1 June 2017*

- We made final corrections of project and process report.

The elaborated daily Log is on Appendix 7.

2.5 Supervisor meeting / Peer assessment session

Meeting 1. (Allan and Mona)

Day: *Monday | 15 May 2017*

- We were asked to re-do our requirements.

Meeting 2. (Allan)

Day: *Wednesday | 17 May 2017*

- Our requirements, use case diagram and description were approved.
- Allan went through our class diagram and asked us to make some correction.

Meeting 3. (Group) Peer assessment

Day: *Friday | 19 May 2017*

- We discussed problems faced by our group members.
- We approved that everyone was coming late so we decided to come 10minutes before meeting hour.

Meeting 4. (Group) Peer assessment

Day: *Friday | 26 May 2017*

- We decided to complete all diagrams, codes and implementation of GUI by second week and work on project and process report on third week.

Meeting 5. (Mona)

Day: *Monday | 29 May 2017*

- We got an idea how to do the process report.
- We asked Mona about our SEP exam possible questions.

After

3.1 Individual Reflection

Shishir Sharma

Before the project started, I was not sure that I will be able to perform well as it was my first time working in a group project. Also, as the team members were from different countries, I thought it would it would be really challenging.

On the other hand, I was waiting to practice my Java skills, I was very excited. But luckily, all my team members were open-minded and easy going which made me feel easier to work. We tried to divide every part of the project so that everyone had experience in every field. During the first meetings, we simply discussed about the requirements of system, use cases and other simple things.

We had to re-do our requirements and thought that we were behind other team mate. So, we tried to take the project very fast at first, but nothing happens if we panic so we took the project in systematic order. We had a regular meeting when it was required, and at other times we worked on our own. We had the plan to make the system perfect and sophisticated but due to time constraint it was not feasible to make it so, but still we managed to make a fairly good system which we are proud of. All the team members did a fair amount of work in every part of the project. Even in GUI we divided various section so that everyone can have equal experience.

One thing we are proud of is that we helped each other and were available for everyone any time. At times, I misunderstood some actions taken by the members but they clarified it right away. Also, the members were very punctual and none of us ever miss any meetings.

All in all, I learned a lot from the experience and I will put the knowledge to appropriate use for the next project. I thought a group project would be really challenging but it was fine. I am looking forward to other group projects in upcoming semesters.

Nikola Petkov Vasilev

Team members start work on the very first day of the project period. Teammates shared work and responsibilities equally. Collaboration in the group during the first week was little. Lack of proper administrator, who could organize the group was visible. The result was that in fact no one knew what other team members are doing. Constant arguing about how and when to implement different part of the program take away most of our time. However, this action had positive outcome. Group members had clear view what and how should be implemented in order to create working system. As time goes by we manage to catch up with other groups' progress. This experience makes me realize how important are constant communication and organization during the whole work process.

Jeppe Graasbøll Jensen

In the first week of the project period we spend four days making all the diagrams. When implementing the code, it was discovered that we should code otherwise then imagined. Then we had to remake all the diagrams. Maybe it's better to cycle between these steps. Not to overly specify the diagrams at first. Then do some coding, then some diagram specification. Diagrams are good for aligning expectation before implementing code. After gaining experience from implementation, diagrams had to be corrected. Maybe diagrams should be less detailed before coding starts.

Often coding is more difficult than perceived. Coding should begin earlier in development. There would be more time to kill errors and built improvements. Documentation and code built on one another, both ways. They should be made in parallel. Keep the code simple in the beginning. For easily isolating errors. Progress in small steeps, test again, clear-out errors as you go. Make backups.

We don't have much conflict in our group. An environment persists where the opinion of all group members is heard, considered and possibly implemented into the project. This gives all a feeling of ownership of the project. When an assignment is handed out, it was not to overly defined. This gives people ownership through interpretation of the assignment given. This could be a bit loose, leading people to interpret the task in the least demanding manner. This has not been the case, possibly because people feel ownership, given freedom to put individual footprint to the task. People can interpret according to skill level, contributing what they can and avoiding personal failure. The work of individuals must be aligned with the expectations of group. Listening environment is vital. Encourage people to speak out. Otherwise integration of the work is lost. Contrary to much talking

will slow down the work process. Again, a balance. If you relieve people of ownership, then you also discourage their initiative.

I believe we managed well. All members felt ownership, contributed their fair share of work to the project. Maybe sometimes we spend too much to talking, maybe it was time well spend.

The work environment was inclusive and flexible. I am proud to say, that people managed their freedoms. I am satisfied with the result all things considered.

We could be better prepared for group meetings, be more on time. If not an extensive problem, you weigh if it is worth making conflict off. I argue if you are overly controlling you kill initiative. Balance is key.

Hristo Rumenov Getov

Before the project starts I thought it will be difficult for me to fit in the group, because I was not confident in my knowledge and skills about programing. It was also my first time to work in a group for a project (I have small experience in working in group for small tasks) and I was afraid it might be difficult for me to work with other people from different nationalities.

During the project period I realized that it will not be so hard (As I thought) to work together with other people. In our group we easily managed to work together, all the group members were helpful and did the best to complete the given tasks for the day. I believe we could manage to plan all the tasks in a good way, which help us to complete the project on time and without any extra affords. Of course we had disagreements and we spent time on it, but in the end we could managed to find the best solution and continue with other tasks.

As final I have to say that I learned a lot about team work and how to organize and plan the working process. I have learned a lot about the process during the project. Also I have improved my programing skills and communicating skills. We have had a great atmosphere in the group and that helped a lot in working process.

3.2 Bloom's profile

Hristo Getov:

Before:

Fill in this form – include it in your portfolio – discuss it with the rest of the group Date.....	Bloom's level	Keeping a portfolio	Reflecting on learning	System development	SCRUM	Java Programming	Object-oriented design and programming	UML	Web Programming	Database design	Written English	Spoken English	Team working	Sharing knowledge	Project planning	Presentation / exam skills
Excellent	6															
	5															
Good	4										x	x	x	x		
	3															
	2														x	
Basic	1		x	x	x	x	x	x								x
No knowledge	0	x							x	x						

After:

Fill in this form – include it in your portfolio – discuss it with the rest of the group Date.....	Bloom's level	Keeping a portfolio	Reflecting on learning	System development	SCRUM	Java Programming	Object-oriented design and programming	UML	Web Programming	Database design	Written English	Spoken English	Team working	Sharing knowledge	Project planning	Presentation / exam skills
Excellent	6															
	5															
Good	4					x		x			x	x	x	x		
	3	x													x	x
	2			x												
Basic	1		x		x		x									
No knowledge	0								x	x						

Jeppe Graasbøll Jensen

Before:

Fill in this form – include it in your portfolio – discuss it with the rest of the group Date…14-02-2017	Bloom's level	Keeping a portfolio	Reflecting on learning	System development	SCRUM	Java Programming	Object-oriented design and programming	UML	Web Programming	Database design	Written English	Spoken English	Team working	Sharing knowledge	Project planning	Presentation / exam skills
Excellent	6															
	5		x	x										x		
Good	4											x	x			
	3	x									x				x	x
	2								x							
Basic	1									x						
No knowledge	0				x	x	x	x								

After:

Fill in this form – include it in your portfolio – discuss it with the rest of the group Date…01-06-2017	Bloom's level	Keeping a portfolio	Reflecting on learning	System development	SCRUM	Java Programming	Object-oriented design and programming	UML	Web Programming	Database design	Written English	Spoken English	Team working	Sharing knowledge	Project planning	Presentation / exam skills
Excellent	6															
	5		x	x								x	x	x		
Good	4															x
	3	x				x		x			x				x	
	2						x		x							
Basic	1									x						
No knowledge	0				x											

Shishir Sharma

Before:

Fill in this form – include it in your portfolio – discuss it with the rest of the group Date.....	Bloom's level	Keeping a portfolio	Reflecting on learning	System development	SCRUM	Java Programming	Object-oriented design and programming	UML	Web Programming	Database design	Written English	Spoken English	Team working	Sharing knowledge	Project planning	Presentation / exam skills
Excellent	6															
	5															
Good	4															
	3															
	2															
Basic	1															
No knowledge	0			0	0											

After:

Fill in this form – include it in your portfolio – discuss it with the rest of the group Date.....	Bloom's level	Keeping a portfolio	Reflecting on learning	System development	SCRUM	Java Programming	Object-oriented design and programming	UML	Web Programming	Database design	Written English	Spoken English	Team working	Sharing knowledge	Project planning	Presentation / exam skills
Excellent	6															
	5															
Good	4															
	3															
	2															
Basic	1															
No knowledge	0															

Nikola Vasilev:

Before:

Fill in this form – include it in your portfolio – discuss it with the rest of the group *Date.....*	*Bloom' s level*	*Keeping a portfolio*	*Reflecting on learning*	*System development*	*SCRUM*	*Java Programming*	*Object-oriented design and programming*	*UML*	*Web Programming*	*Database design*	*Written English*	*Spoken English*	*Team working*	*Sharing knowledge*	*Project planning*	*Presentation / exam skills*
Excellent	*6*															
	5															
Good	*4*															
	3															
	2															
Basic	*1*												*1*			
No knowledge	*0*		*0*	*0*	*0*	*0*	*0*			*0*				*0*	*0*	*0*

After:

Fill in this form – include it in your portfolio – discuss it with the rest of the group Date.....	Bloom' s level	Keeping a portfolio	Reflecting on learning	System development	SCRUM	Java Programming	Object-oriented design and programming	UML	Web Programming	Database design	Written English	Spoken English	Team working	Sharing knowledge	Project planning	Presentation / exam skills
Excellent	6															
	5															
Good	4					X	X	X							X	
	3	X	X													X
	2				X											
Basic	1															
No knowledge	0															