**Assessment 1 – ITC205 Professional Programming Practice**

**<Name here – Student ID here>**

**Team 1 - AceCoders**

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1. **Link to Team Wiki**

https://interact2.csu.edu.au/webapps/blackboard/content/contentWrapper.jsp?course\_id=\_57690\_1&displayName=Teams&href=https%3A%2F%2Finteract2.csu.edu.au%2Fwebapps%2Fbb-group-mgmt-LEARN%2Fexecute%2FgroupInventoryList%3Fcourse\_id%3D\_57690\_1&cR2XilcGYOo=4JnobzNz9FUVnKc%2F1l%2F57d%2BemmWqoG%2FkboeUHb2pzw4%3D

1. **Link to GitHub**

https://github.com/Temuulen2830/ITC205\_Team1\_Assessment1

1. **Link to WhatsApp**

https://chat.whatsapp.com/G5KimP3WYw7G3WCBCMtFuv

1. **Team Charter**

Team Name: AceCoders (Team 1)

## Team Mission and Objectives or Goals

Our team goal in this subject is to achieve high distinction. We will aspire to pay close attention and stay on top of things we have to do. We will attend all classes and finish assessments on time with good quality.

Our first meeting was held on 25/07/2021. There we have discussed each members responsibilities for assessment 1. Each task have been completed on time.

Below is our team members’ names and their contacts:

|  |  |  |
| --- | --- | --- |
| **Name** | **E-mail** | **Student ID** |
| Dehemi Vihara Dissanayake Liyanage | dissanayake7793@gmail.com | 11719890 |
| Gaury Chethana Thanthirigama | chethana9804@gmail.com | 11719458 |
| Temuulen Tsengel | temuulen2830@gmail.com | 11725719 |
| Kavitha Vishwani Waduge | kavitha\_waduge@yahoo.com | 11664757 |

**Team Member Skill Inventory**

Team members have explained their skills and knowledge as well as what they want in the subject.

|  |  |
| --- | --- |
|  | **Skills and Knowledge** |
| Dehemi Vihara Dissanayake Liyanage | I have skills such as creative designing, analytical capabilities, time management, flexibility and programming languages like PHP, C++, SQL, html, Python and JavaScript. In this subject I look forward to learning about teamwork, dynamic testing, and debugging. |
| Gaury Chethana Thanthirigama | My knowledge of programming languages are HTML, CSS, JavaScript, PHP, SQL, C and Java. I’m a good decision maker with logical thinking and quickly adapt to dynamic working conditions. In this subject I look forward to learning about teamwork, dynamic testing, and debugging. |
| Temuulen Tsengel | I have coding experience in Java, HMTL, and SQL. In this subject I look forward to learning about teamwork, developing skills that make me a team player, dynamic testing, and debugging. |
| Kavitha Vishwani Waduge | My skills include,  - strong problem solving capabilities,  - knowledge in programming languages such as python, Java, C#, C and JavaScript  - ability to work under pressure,  - excellent communication and negotiation skills.  My expectations from this unit are,  - Expanding my knowledge while learning new aspects of programming and debugging.  - Clear understanding about the goals and working for that.  - Respect each other’s ideas and work collectively with the team members |

## Role Identification

|  |  |
| --- | --- |
| **Roles** |  |
| **Resource Investigator** (explore opportunities and contacts) | Dehemi Vihara Dissanayake Liyanage |
| **Shaper** (drive team forward) | Gaury Chethana Thanthirigama |
| **Coordinator** (clarify goals, promote decision making) | Temuulen Tsengel |
| **Completer/Finalizer**(attention to detail) | Kavitha Vishwani Waduge |

## Agenda

Assignments

* Assessment 1 – Teamwork – Version Control
  + Choose push communication mechanism
  + Establish GitHub repository
  + Create our team charter
  + Create the first iteration plan

Meetings

* Attending class
* Meeting on Sundays

Contacting

* Push communication mechanism - WhatsApp
* Group wiki email communication

**Conflict Resolution Mechanisms**

If conflicts occur during teamwork, we will practice conflict resolution methods such as:

* Practicing open communication
* Practicing patience
* Actively listening to team members
* Positive approach towards each other

**Sign Off:**

I have participated in the development of this charter and agree to it.

Team Member: Temuulen Tsengel

Team Member: Dehemi Vihara Dissanayake Liyanage

Team Member: Gaury Chethana Thanthirigama

Team Member: Kavitha Vishwani Waduge

**Date:** 01/08/2021

1. **Meeting Minutes**

**Team Name: AceCoders (Team 1)**

|  |  |
| --- | --- |
| **Date:** 25/07/2021 | **Time:** 12:00pm |
| **Members Present:** | Dehemi Vihara Dissanayake Liyanage |
| Gaury Chethana Thanthirigama |
| Temuulen Tsengel |
| **Meeting Agenda Topics:** | 1. Choosing push communication mechanism 2. Organize a meeting schedule 3. Establish GitHub repository 4. Creating our team charter 5. Creating first iteration plan |

**Issue Log**

Communication is a bit on the slow side due to no face to face communication. Team members are available at different time due to their work schedules. However, Sunday is the only day where team members are able to come to team meeting.

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsible Team Member** | **Completed Date** |
| Organize a meeting schedule | Dehemi | 25/07/2021 |
| Establish GitHub repository | Gaury | 25/07/2021 |
| Create our team charter | Temuulen/Gaury | 25/07/2021 |
| Create first iteration plan | Temuulen/Dehemi | 25/07/2021 |
| Log meeting minutes | Temuulen | 25/07/2021 |

**Meeting Evaluation**

On our first team meeting, we have established responsibilities as well as scheduling matters. We have decided that our meetings will take place on Sundays as team members are available only then. Each action item has been assigned to team members.

1. **Iteration Plan**

# **Key milestones**

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Start of iteration | 22/07/2021 |
| Choose a push communication mechanism | 22/07/2021 |
| Hold a meeting to discuss assessment tasks | 25/07/2021 |
| Establish GitHub repository | 26/07/2021 |
| Create our team charter | 31/07/2021 |
| Create initial iteration plan | 01/08/2021 |
| End of iteration | 01/08/2021 |

# **High-level objectives**

* Objective: Choose a push communication mechanism

Outcome: We have chosen WhatsApp as our push communication mechanism

* Objective: Hold a meeting in order to discuss assessment tasks

Outcome: A WhatsApp group call was organized

* Objective: Establish GitHub repository for version control of assessment documents

Outcome: GitHub repository created including main branch and sub branches

* Objective: Create our team charter

Outcome: Our team charter has been created which contains team mission, goals, skills and knowledge

* Objective: Create initial iteration plan

Outcome: Our first iteration plan has been created regarding assessment 1 of the subject

# **Evaluation criteria**

* In the first class our team members created a WhatsApp group
* In the first WhatsApp group call meeting we talked over the assessment tasks
* Our GitHub repository was created
* Our team charter was created which contains our team members skills and knowledge, contacts, and team goals
* Our initial iteration was created to cover assessment 1 tasks

# **Work Item assignments**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** |
| 1. | Choose a push communication mechanism | We have chosen WhatsApp as our push communication mechanism | Complete | Dehemi | 1 | 1 |
| 2. | Hold a meeting to discuss assessment tasks | First meeting was held through WhatsApp group call | Complete | Gaury | 2 | 2 |
| 3. | Establish GitHub repository | GitHub repository was established | Complete | Temuulen | 1 | 1 |
| 4. | Create our team charter | Our team charter was created | Complete | All members | 4 | 4 |
| 5. | Create initial iteration plan | First iteration plan was created | Complete | All members | 2 | 2 |

# **Issues**

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| One of our team members have been absent | Solved | We have contacted Kavitha, and she has completed her responsibilities in the assessment. |

# **Assessment**

|  |  |
| --- | --- |
| Assessment target | Initial iteration plan |
| Assessment date | 01/08/2021 |
| Participants | * Temuulen * Dehemi * Gaury * Kavitha |
| Project status | Yellow |

## Assessment against objectives

All assessment tasks have been completed including push communication mechanism, team meeting, GitHub, team charter, and iteration plan. Each assessment tasks were assigned to each team members and they were completed on time.

## Other concerns and deviations

Other than one of our team members not attending class, there are no other concerns regarding assessment completion.