

Reflection Entry 1

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FIT3164 Data Science Project Part 2

Week 1

Tasks Undertaken

Within the winter break, the team has held a short online Zoom meeting to allocate the tasks, set up the GitLab project group, and set up the base web application for the automated health information system. Prior to the Week 1 seminar of this unit, I made myself aware of the unit timetable, consultation availability, and assessments included within the unit to assess the students on their understanding of the unit's content. I am convinced that by noting down the consultation schedule and learning the units' topics early in the course, I would not have to rush to find out the consultation time and would have more time later to finish other units' assessments.

During the seminar, Mr. Soo Wooi King shared his opinions about the students' progress and achievements in FIT3163, which is also the first part of the final year project. We were also presented with visualization graphs showing that the Malaysian cohort outperformed the Australian cohort that is situated in Clayton. Other than that, it was also informed that the studio for this unit will not be run as the previous FIT3163 unit where contents were taught. In this FIT3164 unit, studios acted as a free time slot for each individual team to contact and set up meetings with their respective supervisors. My team did contact our supervisor to arrange for a meeting but was told that he would not be available for the meeting during the exact studio time slot so another separate time slot in Week 2 was agreed upon.

Critical Reflections

During the seminar, we were presented with visualization graphs showing that the Malaysian cohort outperformed the Australian cohort in Clayton. Initially, I felt happy and proud, but upon reflection, I recognized that the Australian cohort has a larger population count compared to the Malaysian cohort which might skew the results presented in the visualisation graphs in the seminar. Hence, my feeling on being happy has been toned down significantly but looking at the visualization graphs, it has ignited a competitive spirit within me where I will strive to complete the project and the required reports for this unit to the best of my abilities alongside with my teammates so the visualization graphs for FIT3164 will not be different from the ones shown in the seminar this week.

Assigned Roles/Tasks

The team consists of 4 members, and it was identified that the project essentially has 2 major aspects which are the web application and the handwritten text recognition model, hence the team

will be split into sub-groups to tackle the project. Alicia and I have previous experience with making a web application so both of us are to tackle the web application aspect of the project whereas Jesse and Eunice will tackle the handwritten text recognition model aspect of the project. There is a set timeline of 2 weeks before each sub-groups were to update each other on their respective progress. Furthermore, the components of the web application were divided and assigned to Alicia and I where each of our workload is equally distributed. The simple base design for the web application components were previously done by me during the semester break where I have sought Alicia's input when required.

Accomplishments

As a member of the sub-group that tackle the web application of the project, I have created and set up the base repository of the web application in GitLab. All members have access to that said GitLab.

Next Week's Tasks/Reflections

There will be a meeting held between the team and the supervisor on Wednesday at 3pm in the supervisor's office. The goal before week 1 ends is to familiarize myself with the working pace of the university so I can get future work like assessments and quizzes done effectively and efficiently.

Week 2

Tasks Undertaken

It was mentioned in seminar that projects often fail to be successfully completed and deployed can be due to many reasons and unexpected circumstances, but it was discussed that most projects or assessments in university that involves groupworks majorly fail to complete due to poor time management, execution strategy and lack of communication which might result in misunderstandings within the team. I thought that the material covered in the workshop, including scrum and agile methodology, and the discussion on why projects fail, was somewhat redundant since I remember it being discussed in the earlier unit FIT3163. I do realize that the seminar's topics are crucial for future work, but I often found myself feeling bored during the seminar. The ongoing discussion of topics that was previously talked on from FIT3163 leads to difficulty in maintaining my interest in the current FIT3164 unit. Although I understand the significance of learning these basics, I do prefer actual new contents that were taught to make my money's worth.

In addition to the seminar, the first in-person meeting between the supervisor and the team was set up to be 3pm in the supervisor's office on Wednesday and after the meeting with the supervisor, it was agreed upon that the team will only meet our supervisor only if we encounter a problem or bottleneck else only a bi-weekly progress report will be sent to our supervisor to keep him in the loop and inform him on how far the group has done for the project. Furthermore, it was mentioned by the teaching team that all teams would have to submit a total of 5 progress status

summary reports, hence, I have prepared the document where the progress status summary report will be done and have shared it to the team through Google Drive. The marks from these progress status summary reports contribute 50% to the mark for the progress summary report due in Week 8 which makes it an extremely important work to be done for the team to score well in this FIT3164 unit.

Critical Reflections

During the seminar, contents previously taught in FIT3163 were mentioned and taught again so to make my time more worth using, I have reflected and decided that I might not attend the seminar unless necessary. This is also mainly because the seminar ends at 6pm which is a time where working adults in Malaysia get off work so there is a huge traffic jam which often causes me to not return home until late evening. To avoid the huge traffic congestion, I would prefer to start the journey home earlier and make up the seminar by studying the slides during my personal study time. Nonetheless, I will still attend Week 3 seminar as I still have some unclarified questions on the progress status summary report for the unit which I hope to be clarified as soon as possible. In anticipation of Mr. Soo's potential absence for the Week 3 seminar due to some rumours, I have also shared my questions on the Ed Forum for clarification in writing. This way, I can have proof if the team's work is evaluated in a different way.

Assigned Roles/Tasks

There was an internal meeting within the team after the seminar where it was agreed upon that all members will start on the web application and place the handwriting text recognition model on hold. Hence, the work distribution was redistributed and reallocated to all the members equally. 2 members of the team do not have any prior experience with making web applications, so Alicia and I downloaded the learning materials of a previous unit that touched on web applications which includes the lecture recording and lecture slides and shared it to the other 2 members.

Accomplishments

The meeting minutes 1 was completed by Alicia. All members will take turns to complete the meeting minutes for the team. Meeting minutes 2 will be done by me and it was started on but was incomplete as of now. Meeting minutes 2 will be completed latest by Monday of Week 3 so the next member can start on it as soon as they can. The document where the progress status summary report will be done has been prepared and shared to the team through Google Drive where all members have access to make changes to the files.

Next Week's Tasks/Reflections

The main aim is to complete the meeting minutes 2 for the team by Monday of Week 3. Due to some lingering questions I have on the progress status summary report, I will attend Week 3 seminar to clarify my questions.

Week 3

Tasks Undertaken

One of my teammates was able to attend the seminar, while another teammate couldn't make it due to a lack of transportation to campus. I am grateful that I did not follow as previously planned at the start of Week 2 where I would not attend the seminar as the seminar that took place this week was extremely important. Mrs. Kamalahshunee K Velautham appeared in the seminar this week alongside Mr. Soo which was a surprise to me as I would not expect that Mrs. Kamalahshunee will appear again to teach us after FIT3163 concluded. Her sudden appearance was a welcomed surprise as I do miss her as a lecturer as she was kind to me and has helped me in many ways which does not limit to just giving me pointers on my assessment reports and tips to improve my presentation. The rumours were true where Mr. Soo only came to clarify some aspects of the assessments in this unit and Mrs. Kamalahshunee was the one conducting the lecture this seminar. Before leaving the lecture hall, Mr. Soo emphasized that the weekly meeting minutes are important and that the weekly progress status summary report that is done from Week 3 to Week 8 is graded not by the teaching team for FIT3164 but by the respective supervisors of each team. Mrs. Kamalahshunee also took the opportunity to mention that for this FIT3164 unit, only the reflection entry and the final project management report is graded by her. From the words of Mr. Soo, I understood and acknowledged that the weekly progress status summary report is important as a whole and that to score well for the weekly progress status summary report, I must clarify the marking scheme and grading criteria from the supervisor on the weekly progress status summary report. Prior to departing, Mr. Soo also cautioned us to accelerate the process of submitting project purchase claims and not to wait until the last minute to do so.

After Mr. Soo left the lecture hall, Mrs. Kamalahshunee took the stage and started the lecture on project execution. She encourages all the teams present to follow closely to the schedule made during FIT3163 and reminded everyone present to update all the components done in FIT3163 reports which includes risk registers, Gantt charts, and requirements traceability matrix where if changes are made then the content must be updated. Accountability and project methodology were touched on during the seminar. Mrs. Kamalahshunee stressed that if the project's final product for each sprint can't be used then the methodology used is not agile but waterfall. It was also mentioned that if the project used more than 2 project methodology or if the project methodology changed and used more than 1 project methodology then the team should mention, elaborate and justify on why and how the current project methodology has come about. In addition to that, Mrs. Kamalahshunee also re-explained on what is agile and waterfall methodology which helps solidify my understanding on them and hence, made me realise the potential errors my team has made. Whether the errors were really done by the team has to be discussed at the next team meeting.

A brief conversation took place within the seminar regarding "What caused the project to fail?" and strategies to address those challenges. It was determined that being resourceful and adaptable

is the answer and I agree to it as teams can optimize available resources and come up with innovative ways to overcome challenges through resourcefulness. In addition to that, the ability to adapt enables the team to shift directions in response to unexpected obstacles or evolving needs, ensuring they can handle challenges better and maintain progress in the project.

Before the end of the seminar, Mrs. Kamalahshunee steered the topic onto reflection entries and what she expected our reflection entry to be like. She first described the 4 types of reflections which are sequence-of-events reflection type, logical-level reflection type, emotion-level reflection type and identity-level reflection type. Mrs. Kamalahshunee mentioned that to obtain the highest grade possible for reflection entries, she expects the reflection entries to be an identity-level reflection type which is the type of reflection that involves knowing how the things learnt will affect us as a person and in the future. In my view, the detailed explanation she provided in the reflection entry was excellent and beneficial to me because I was unaware of the various types of reflection. From now on, I will revise my reflection entry to meet the high standards she anticipates.

At the end of the seminar, I've gone ahead to enquire on how Mrs. Kamalahshunee expects the reflection entries to be structured and formatted. In reply to my inquiry, she stated that she prefers reading week by week because it aligns with how her brain processes reflection reading, so I will do the same to make it easier for her since she must grade many entries, not just mine, and gain some extra brownie points.

Critical Reflections

Accountability was mentioned in the seminar by Mrs. Kamalahshunee albeit very briefly but it left a lasting impression on me as it suddenly came to me that my team did not hold any form of accountability within the team throughout the semester break and the previous 2 weeks. To correct the mistake of not holding accountability within the team, it was briefly discussed between the team members in the team's group chat and it was decided that the team leader, which is me, will send messages every 3-6 days to obtain the brief progress update from each team member. With this method, it was believed and hoped on that stress will be given to the team to encourage and push to the team to complete the assigned work as soon as possible without any form of delay so if by any chance or circumstance that any problems arise, there will be additional time given to solve the said problem.

Assigned Roles/Tasks

There was an impromptu meeting within the team to update the team on the contents mentioned in the seminar. The contents discussed within the meeting include but do not limit to how accountability should be kept within the team and the progress status summary report. There was also a brief update from each member of the team to update the team on how the progress for each team member is unfolding. Each team member has highlighted their respective key achievements, challenges encountered, and mentioned if any support was needed to move forward for the project.

Accomplishments

All contents that were mentioned within the seminar were communicated to the team members to the best of my abilities. I was also glad that I did record part of the seminar for my team's internal use only so if I missed anything important, it will still be recorded and known to my teammates.

Next Week's Tasks/Reflections

By the end of this week, I aim to finish my reflection entry 1 and the Week 3 progress status report. In addition to that, I will continue to participate in the seminar next week, as I believe this week's seminar was beneficial for the assessment of this unit, and I am hopeful that next week's seminar will be as well.