

# Reflection Entry 1

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FIT3163 Data Science Project Part 1

## Tasks Undertaken

Before the Week 1 seminar for this unit, I have familiarized myself with the unit schedule and consultations times of the unit as well as the assessments included within the unit to assess the students. Within the seminar, the lecturers also briefly discussed on teamwork benefits and obstacles of working as a team which was already briefly touched upon on during the time studying the unit FIT1055. Hence, in my opinion, Week 1 seminar was a bit underwhelming to me, but Week 1 studio activity was fun and interesting where there was a 'speed dating' activity where we got to know potential teammates who are the other students of various ages that took the unit at the same time.

During Week 2 seminar, the lecturers explained on project management and its framework key elements which helped in my understanding of project life cycles and the difference in development of projects and products. The lecturers also touched on weighted scoring model and business case which is to be assessed in assessment 1 and strategic planning process like Tuckman's Theory which was also taught in the unit FIT1055. The team for the assessment for this unit were formed and finalized during the studio. During Week 2 studio after team formation, there was brainstorm activity whereby students within the same studio were in group of 6 to innovate a potential project that could earn investment.

Before Week 3 seminar I have did my pre-reading for the week but did not quite understand on the importance of project scope management and work breakdown structure which was further explained on by the lecturers during the actual seminar. Triple constraints were also mentioned during the seminar, but I have zoned out and hence did not quite understand it. My teammates and I did a SWOT analysis of one of the topics during the studio and was chosen to present it to the class. SWOT analysis is nothing new to me as I have touched upon it during my previous years which I was grateful for that I did so. The first assessment was released during Week 3, so I did upload the assessment materials, resources and specification into the Google Drive I have prepared previously and also informed my teammates.

The lecturers discussed on the Agile Methodology which would be use in managing projects and even did a walkthrough of it in the seminar which helped in my understanding of it. During the studio, there was no new information that was taught that related to this unit but someone from the library department of the university was there to talk about the tools and techniques used to search the library website or search engines like Google to search for informations or research papers that might help us to find extra resources to assist us on the rest of the assessment. During this week, there was a new member added to the team very suddenly which disrupted the plans previously finalized by the team. Nonetheless, questions regarding the first assessment were clarified and the team have started on the Business Case aspect of the assessment.

The Week 5 seminar was held online on the Zoom platform. During the seminar, I explored the significance of effective project risk management, delved into both qualitative and quantitative risk analysis and also understood the process of risk identification and the creation of a risk register. During the seminar, one of the lecturers on campus previewed on what topics were assigned to the team and was delighted to note that my team have been assigned to our first selection.

## Critical Reflections

All the group-based assessments in this unit require us to maintain the same team throughout the unit but due to time conflict for the first week I had to attend the earlier studio slot which limited my choice of teammates as I couldn't attend my actual studio timing hence, I had to search for my own teammates outside of class time which I managed to.

The materials from the seminar were not completely understood yet but I still attempted on the weighted scoring model as I would like to understand it as soon as possible as it was to be assessed in the first assessment. After completion I seek support and clarification from the lecturers after the studio itself as I hoped to seek personal feedback from them before my team starts on working on the first assessment.

Eventhough, I did perform well on the SWOT analysis aspect during the studio, but I believe that I still have parts on whereby I could further improve on if the assessment does assess on for this part. I believe it was due to lack of sleep so I was not paying much attention during the seminar and would strive to sleep earlier but it could not be avoided as the day before I had attended another seminar that ended on 8pm on campus so when I returned home it was already late at night.

The only new information absorbed by me was the Agile Methodology and product deployment. Methods on how to search accurately to get specific resources through keywords and advanced search may not be new information to me but the whole talk was very informative. There was a conflict on how work should be redistributed as accommodate the new member but eventually we managed to split some of the leftover parts to the new teammate.

I could not fully understand on risk management and would strive to further understand it before the release of the next group assessment.

## Assigned Roles/Tasks

There were no tasks related to the assessment within the unit that must be completed yet during Week 1 but there was a discussion within the team on what are the roles of each member and after the discussion, I was assigned to be the leader of the team.

There were no tasks related to the first assessment within the unit that must be completed yet during Week 2 but as a leader, I have pre-prepared a Google Drive folder to upload resources that my team might need and have invited my teammates to the group inside WhatsApp so we could reach each other at the same time if required.

The first assessment within the unit was released during Week 3 and it was due on the next week, so my teammate was not worried about it yet, but we have settled on a day to hold a meeting to discuss on the assignment specification and its work distribution between the 3 of us as a team. We completed the Weighted Scoring Model together as a team during the meeting and listed out some questions on the assignment that was not fully understood in a Google Document.

I have written the Current Situation and Problem/Opportunity Statement and Preliminary Project Requirement aspect of the business case. Other than that, I have also started on the memo and justification of the assessment too. Other members were also contributing to their part as assigned. I was also tasks to fill in the form for topic selection which I did successfully before 8:01pm came about.

There were no tasks related to the second assessment within the unit that must be completed yet during Week 5 other than the reflection writing which would be completed before the submission due date.

## Accomplishments

After Week 1 seminar and studio, I have a deeper understanding of how conflicts came about within the team and would take note more on how my team members are doing within the team to proactively address any potential conflicts and issues.

After Week 2 seminar and studio, I have understood on how the weighted scoring model works and was delighted that there was a harmonize relationship within the team where each member was communicating well with each other.

After Week 3 seminar and studio, I have not understood much on the material used in class but have already settled on the work distribution of the first assessment.

After Week 4 seminar and studio, we have clarified the questions noted during the team meeting and have completed and submitted the first assessment together as a team.

After Week 5 seminar, the first reflection writing is completed and submitted.

## Next Week's Tasks/Reflections

Before the end of Week 2, my goal is to foster stronger teamwork and build better relationships with my team members by getting to know them more personally as I believe that once I get to know them better, we could work better together, and I could potentially assign tasks to them that they each are better at.

Before the end of Week 3, my goal is to better understand the rest of Week 2 material to better prepare myself before the first assessment is released.

Before the end of Week 4, the goal is to complete the first assessment.

Before the end of Week 5, the goal was to take note on whether we have successfully gotten our first-choice topic and submit the first reflection writing.

Before the end of Week 6, my aim was to further understand my team's topic in detail so my teammates and I could set a meeting with the supervisors to clarify our doubts.