

Reflection Entry 2

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FIT3163 Data Science Project Part 1

Week 6

Tasks Undertaken

In Week 6 seminar, I have learnt that effective communication is essential for successful project management. Soft skills, such as active listening and clear expression, play a crucial role in fostering collaboration and enhance the communication aspect of the project team. Hence, my project team have used appropriate communication tools like WhatsApp and Discord to communicate. In addition to that, Discord and email was used to communication with our project supervisor to update him on our project progress. The second assessment for the project team was released on Week 5 whereby we were to write a report and make a mind-map on our project. The team conducted a meeting to discuss the assessment requirements and specification as well as to split the work equally to the team members. On the current Week 6, the second assessment was submitted on Friday.

Critical Reflections

The assessment was completed in advance before the actual due date on Friday, but the team has decided to seek clarification from the teaching team, so it was not submitted early. It was a relieve that it was not submitted early as the teaching team pointed out various major mistakes we have done in the report and so the team rushed to clarify the mistake before submitting at night before the due time.

Assigned Roles/Tasks

For the second assessment, I was tasked to do the Project Scope, Project Schedule, and Resource Management branches of the mindmap. Each member is to also write the mindmap explanation for their own branches under the mindmap explanation section in the report. I also did the project schedule explanation part of the report.

Accomplishments

After Week 6 seminar and studio, with the help of the teaching team, I have successfully completed the second assessment with my team. Although there were hiccups and unforeseen situations happening, we managed to complete and submit the assessment in time.

Next Week's Tasks/Reflections

Before the end of Week 7, I realised that the third assessment is to be released soon so my aim is to prepare for the third assessment and complete my other unit's assessment as it is a hectic week where all my unit's assessment is to be dued soon.

Week 7

Tasks Undertaken

In Week 7 seminar, I have learnt on project design where we were to discuss issues in relation to software infrastructure design and development environment. We were also informed that the third assessment was released in Moodle but since my team members have yet to complete their other unit's assessment, we plan to have the team meeting on Saturday night to discuss the assessment requirements and specification as well as to split the work equally to the team members. In Week 7 studio, I have learnt more on User Stories which was first introduced in Week 5.

Critical Reflections

The materials from the seminar were not completely understood yet as I was not listening to the content being taught. This was mainly due to the upcoming third assessment as I do not quite understand on the requirements for the Data Analysis part for the assessment. When I intent to come forward to seek clarification after the class, the teaching team has left the room so I intent to do it after the studio class.

Assigned Roles/Tasks

The assessment task has been split equally between the group members during the meeting on Saturday. I was tasked to complete the data analysis part of the report and all members are to work together to do the design representation together in LucidChart.

Accomplishments

The task has been split equally between the group members and I have successfully clarified my doubt after the studio class with the teaching team on the data analysis part of the assessment report. The team has also sought clarification with our supervisor on the requirements and stakeholders of the project. In addition to that, we have also ensured that the dataset selected by the team is suitable for use for this project.

Next Week's Tasks/Reflections

Before the end of Week 8, I intent start early to complete a part of the third assessment for this unit so I could move on to complete other units' assignments on the upcoming weeks.

Week 8

Tasks Undertaken

During Week 8 seminar, I gained a deeper understanding of project design. We were tasked with discussing the input, processing, and output of our current project topic. Because my teammates were absent, I decided to participate in a different group's discussion during the seminar. I observed their conversations and executed it for the topic of my own group's project. In the applied class, my group have made a version of the Requirement Traceability Matrix that relates to the project but with the requirements listed in the form of user stories, and we will create another one that is more technical to send to the supervisor to get approval as required from the teaching team.

Critical Reflections

I understood the material in the first part of the seminar, but I dozed off in the second half. I will study the material independently and ask for clarification on any parts that I don't understand later. I procrastinated on finishing my assignments for this unit, so I decided to try harder and complete them earlier than the set due date by the team.

Assigned Roles/Tasks

I started on the introduction part for the Data Analysis section of the assignment and have contacted my team's supervisor to clarify certain aspects of the assignment to increase my understanding of the project.

Accomplishments

I have only completed the introduction part for the Data Analysis section of the assignment and will move on to the data collection, pre-processing, and actual data analysis part within the same section.

Next Week's Tasks/Reflections

Before the end of Week 9, I intent complete my part for the third assessment for this unit so I could move on to complete other units' assignments on the upcoming weeks. I will also draft out the Requirement Traceability Matrix for the team to send to our supervisor for confirmation.

Week 9

Tasks Undertaken

I arrived late for the Week 9 seminar due to severe traffic jam and when I entered the class I was dumbfounded as the lecturer called me to the front to present about myself. I was running on a measly few hour of sleep so I was not in the best condition to do a presentation but none the less, I still must present. The lecturer pointed a lot of mistakes I've made during the presentation which I did note down to myself but when she forced us to use large hand movements while presenting, I was adverse to that but since she motioned it behind the scenes, I still must do it. The sentence that I remembered the most from the seminar was that she said that we should stand still when presenting, don't shuffle our feets and don't keep looking to the board.

There was a non-graded assessment newly implemented this semester for the unit which is where we as a team should get a sign-off from our stakeholders on the project requirements. I did the Requirement Traceability Matrix and the sign-off letter to be sent to my group's stakeholder, which was signed by Dr. Muhammad Fermi Pasha. We communicated through Discord to gain his approval and he sent the sign-off letter to me through email after he approved and signed it which I submitted in Moodle together with the Requirement Traceability Matrix, which was in excel, and the sign-off letter was in pdf.

Critical Reflections

I personally think that if I have had enough sleep I would have presented better. Since the seminar was on public speaking, which albiet was one of my weak points, I did try to listen to the seminar to the best of my ability.

Assigned Roles/Tasks

I have finished my portion of the Data Analysis section for the assessment. I have received approval and a signed letter from the stakeholder of my group as well.

Accomplishments

I have completed my part on the whole Data Analysis section of the assignment and have included my part in the reference and acknowledgement part of the assessment. I have also gotten the approval and sign-off letter for my group's stakeholder. I have also completed my part of the slides on the Data Analysis section of the report.

From the seminar and applied class, I have understood how the teaching team would want the presentations to be and understood on their expectations on how we are to present for the assessment with the prepared slides.

Next Week's Tasks/Reflections

Before the end of Week 10, I intent to complete my other units' assessments as I have completed my portion of tasks for this unit's currently released assessment.

Week 10

Tasks Undertaken

There was no physical class for applied or seminar for this unit for this week. Instead, there was only an online zoom class which I intended to attend but it slipped my mind on Tuesday morning as hence failed to attend it. The allocation of slides and presentation parts has been split between the team members so the members can start to work on the slides and practice individually. Moreover, the Project Proposal including background research summary Pre-Declare Team Contribution sheet has been filled in and submitted through Moodle. The team has also pre-split the workload for the upcoming assessment.

Critical Reflections

I felt guilty about not attending the online class and wanted to watch recording of the class but couldn't locate the recording file in Moodle and hence, have no memory on what happened in class which sat poorly with me.

Assigned Roles/Tasks

I was assigned to complete and present the data analysis part of the presentation slides.

Accomplishments

The slides to be used for the presentation on Week 10 is completed and the pre-declaration team contribution sheet has been submitted through Moodle.

Next Week's Tasks/Reflections

Before the end of Week 11, I intent to complete my other units' assessments as much as I could so it would not affect the progress of this unit. Other than that, I also intend to schedule a time that works for all members of the team to practise the presentation before our allocated presentation time slot on Friday.

Week 11

Tasks Undertaken

This week is presentation week for all teams and my team is allocated to the timeslot on Friday morning. I did not attend the seminar eventhough I was already in campus as today was a day for other teams to present and my team was not allocated to the timeslot today. I have another 11am-1pm applied class on the same day as this unit's seminar which was the other reason I was in campus on Tuesday. My team practiced the presentation online through Zoom and physically in a booked room in Hive on the morning before the presentation. Other than that, the team has also finally split up the workload for the upcoming assessment 4.

Critical Reflections

Upon reflecting on my most recent presentation, I recognize that it did not highlight my top abilities. Recognizing that I did not meet my own standards is sad, but it presents an opportunity for self-improvement. I am dedicated to analyzing every part of the presentation to identify where I went wrong and try to improve myself on it before future presentations that will take place within this unit or the continuation of this unit which is FIT3164.

Assigned Roles/Tasks

I was assigned to work on front cover sheet, Project Overview, Scope, Schedule & Resource of the project management plan, Data Collection & Pre-processing steps of the Methodology and the test planning section of the report and as a team, all members are tasked to work on the Bibliography, appendix, and addenda part of the report.

Accomplishments

The team has successfully completed the project presentation on Friday morning and were satisfied with the presentation, I presented the data analysis part of the presentation.

Next Week's Tasks/Reflections

Before the end of Week 12, I intent to complete my other units' assessments as much as I could so it would not affect the progress of this unit's upcoming last assessment that is dued after SWOTVAC week.

Week 12

Tasks Undertaken

Amid juggling multiple assessments, prioritizing all my units' workload became a necessity. I did not attend seminar and applied for this week as there was a huge load of other units' assessments which carried significant weight towards my final grades, demanded my undivided attention. This left me with little choice but to forgo the seminar and applied for this unit and must apply for an extension for the assessments for my other units. This unit assessment that is dued after SWOTVAC week, so I chose to worry about it on a later time.

Critical Reflections

The lesson learned from the experience of having multiple important assessments dued has yet to be learnt but my determination has been set, to tackle future tasks with improved time management skills, particularly as I get ready for the assessments following the SWOTVAC week.

Assigned Roles/Tasks

There was no additional roles or tasks regarding this unit assessment given for my team for this week as the task split for the last assessment has already been split in the previous week.

Accomplishments

There were no new accomplishments for this week regarding this unit as I was more focused on completing my assessments for my other units that I have taken for this semester.

Next Week's Tasks/Reflections

Before the end of Week 13, I intent to complete my other units' assessments as much as I could so it would not affect the progress of this unit's upcoming last assessment that is dued after SWOTVAC week.

Week 13

Tasks Undertaken

It is SWOTVAC week so there is no seminar or applied held for this week as this week is essentially a study week for all students. The week after SWOTVAC week is where 4 assessments from different units are due altogether with no days in between so I took turns between the 7 days in this week to complete my work on these assessments.

Critical Reflections

During SWOTVAC week, the absence of seminars and applied sessions offers us, students, a precious opportunity for focused study and time for completion of assessments. With the uninterrupted study time, it allows me to develop a plan to tackle the huge workload efficiently where I spent 1 to 2 days on each assessment with a spare day for me to rest and not experience any form of burnout as a burnout would affect my progress and efficiency in completing the various assessments I have been assigned to complete before the impending due dates.

Assigned Roles/Tasks

I have completed my assigned work on the front cover sheet, Project Overview, Scope, Schedule & Resource of the project management plan, Data Collection and Pre-processing steps of the Methodology. With that, I am left with the test planning section of the report to be completed. Other than that, I have also added my parts on the Bibliography, appendix, and addenda part of the report.

Accomplishments

I have completed what I have presumed to be 80% of the last assessment for this unit and until Week 13 of the reflection essay. I have done my part on this reflection essay every week so I would not forget what I have done on the specific week and what I did right or wrong for the said work.

Next Week's Tasks/Reflections

Before the end of Week 14, I intend to complete the last 20% of this assessment and all the other assessments that will be due after the SWOTVAC week which includes this reflection entry.

Week 14

Tasks Undertaken

I have submitted the assessment for this unit which includes the last assessment report writing and this reflection essay. I am also finishing up the rest of the assessments that will be due this week as I write this reflection entry for this week, Week 14. After completing my writings for this week reflection entry, I would submit this reflection essay.

Critical Reflections

Reflecting on my journey within this unit which contains four assessments and two reflective essays, has been an enlightening experience for me. Each assessment presented its own set of challenges and learning opportunities, which have pushing me to delve deeper into the unit and my team project topic. The reflective essays, in my opinion, served as milestones and/or diaries which have allowed me to pause and consider my actions and what I have gain and learnt from this unit. These reflection essays, motivates me to reflect on my actions, and express my thoughts and emotions regarding the unit.

Assigned Roles/Tasks

I have completed all my assigned tasks for the last assessment and this reflection essay.

Accomplishments

I've successfully completed this reflection entry that has allowed me to introspect and critically assess my academic journey for this unit. It has been a revealing process, shedding light on both my strengths and weaknesses. This reflection entry has allowed me to acknowledge the challenges I faced within this unit and how I have tackled it.

Next Week's Tasks/Reflections

There is no more 'Next Week's Tasks/Reflections' for this reflection entry as this semester has ended for this unit. Special thanks to the teaching team for supporting me with guidance throughout this unit.