

# **FIT 3161**

## **REFLECTION ENTRY 2**

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## Tasks Undertaken

Throughout multiple weeks from week 6 to week 14, we had progress through multiple tasks required in the process of our project. These tasks including creating a mindmap and explained the plan of our project management. At the same time, we also did met our client through Zoom Meeting, perform critical thinking for our project concept and design followed by group presentation to present our project deliverables to an appropriate audience. In the last two week, we did our project proposal and research summary by compiling all of our findings and research from previous weeks. As an extra, we also done some testing of various tools to familiarize the process of generating a virtual avatar and performing audio separation.

## Critical Reflections

During the process of performing various tasks, we had encountered some problem which affects the efficiency of completing the task. Firstly, I start my topic about meeting client through Zoom Meeting. As we were not familiar to the topic due to getting the project recently, we only managed to understand the surface of the project and did not perform deep research of the project. This had restricted us to provide many questions for the client because we did not done any research. As a result, our project design and presentation were very plain without any details. Despite getting constructive feedbacks from the audience, we ensure to did more research to do better for our research.

Besides that, due to having a lot of assignment, our team has time constraint and did not put much effort for researching. This shows that our team has poor time management which we need to be more attentive with the issue when we start our project.

Other than that in my opinion, I think that in some situation we did not double check our work after completing any tasks which is not a good practice as we might miss the mistakes if we do not check our work. As a result, we did not meet the expectation that the client wants due to many errors.

In terms of language skill, I can witness the a poor communication skills when we do our presentation, our presentation skill is not fluently despite not doing many presenation and results in poor grammar when constructing a sentences. It can also be seen that our English level on writing is not on par as there is a lot grammar mistake.

Additionally, absence of tutorial and workshop classes due to assignment reason has led us to confusion when performing the task. As we were doing the task, we were quite unsure on where to start our project and how to find the materials. I think that we can do better if we attend the tutorial and workshop classes.

### Assigned Roles / Tasks

The assigned role still remain the same but since we are not working on the code structure yet.

To ensure that the task can be complete efficiently, we ensure that all of our groupmate has equally distributed tasks to ensure the fairness. Since there are multiple sections of work in a task, we decided to split the task based on the amount of work or time needed to complete the specific section.

For the first task which is creating a mind map and provide our management plan, although we did not split the task evenly, we both work together for each of the sections. In a section, we will write things which are relevant to the project and proofread each other to make sure that the writings are accurate. With that said, we modified each other work sometimes so that the work. Before performing the task, we discussed in prior to ensure that we have the structure to work our task.

For the second task which is Project Initial Concept and Design, I did the introduction and expected deliverables for our project. At the same time, since representation is quite long, we decided to split into two section and I wrote one of the part. The another part is done by my second teammate, Yew Yee Perng. Lastly, our third teammate, Toh Xi Heng will be writing software, hardware requirement with justification for each requirement which is the easiest since it is pretty much straightforward.

As for our presentation, the sequence of team member present will be based on the task that is written previously. Except for one of the part in software requirement, we decided to give Yew Yee Perng which is the explanation of using project management website as his presentation time is quite short.

Lastly, our project proposal is also done by delegating task through the amount of work. I decided to split the task of 3, one will be managing the literature review part which requires a lot of time to research. Since I'm better at doing research, I suggested to take the task. Then Yee Perng will be doing the project management plan which we had previously done before. Then, Xi Heng will be doing the rest of the task.

These tasks are being discussed beforehand to ensure that the project can run smoothly.

### Accomplishments

The accomplishment of various tasks allow our team members to not only advance some progress for our project, we can also gain some knowledge from it which allows us to improve further.

Based on the task given, the project management have gave us some idea on what should we prepared beforehand so that we able to provide changes immediately if we think that something is wrong. For the project initial concept and design, it allows us to further

understand our project by performing some research topic and determine the requirement of software and hardwares. During the process, we will know the requirement and immediately start our work since we already know the requirements needed.

The presentation has also make us more confident when presenting and identify our own level in terms of language and communication skills. In my opinion, our teammate should give some feedback for each team member performance so that they will know which skill they need to improve better.

Then for our last task which is project proposal gives us a deeper understanding of the project by finding different techniques and perform comparison to know which techniques are the suitable for implementation. This will help us during the process as we already planned beforehand. I do think that all of these tasks also will assists us to prepared for the future, it may be complicated compared to this but at least we had done it before.

As for the area of improvement, as mentioned above, I think we should prepared better by perform finding to understand the project better. In this case, we can also have more questions to ask our lecturer as well and also have a better presentation with clear research. Besides that, we should also plan our time better to ensure our task can be done with more time. Since we have limited of time, we did not do our task with full focus. Additionally, having more time will give us more opportunity to check our work, results in better quality.

Lastly, we should be attending every class to understand every thing that we should do easily. It will be better to get a grasp when starting the task instead of not knowing anything and start blindly.

### Next Objective

As this semester is ending, we had done our first part of Final Year Project. As we accomplish a lot from it, we actually made some mistake and hopefully we reflect our mistake and do better next time. Besides that, we decided to plan ahead by continue our work during the semester break work to avoid last minute work. We think to start getting familiarize to the library or modal needed and keep in touch with our client from time to time. During the start of next semester, we will start the implementation of our application.