Skills Audit - CITS3200 - Chat Bot Assistant - Team Purple 2022

Team Number: 41

Members:

Shayan Saebi <22985466>

Chukwuebuka Kamsiyochukwu Anwasi <22990144>

Zach Patrick Manson <22903345>

Yunlong Wei <21805762>

Dante Shabani <22868526>

Zarhmon Daniel Knipping <22856487>

Description:

The skills audit aims to identify skill gaps within the team & the project. Members are to self evaluate their competencies with the tasks and tools we have identified for the project. The three key areas identified are *Administration*, *Management* & *Tools*. The idenfitication of the teams skills will allow the project members to understand the fundamental areas that will need to be improved to reduce the risk of project failure. Cross examination of the skills audit & the project acceptance test will allow the team effectively assign tasks to achieve the finished product.

Name: Zarhmon Knipping

Skills Audit - CITS3200 - Chat Bot Assistant - Team Purple 2022

Student ID: 22856487

Identified Skills

Key: Competence Lvl - 1 not comfortable, 5 experienced

Up skilling required - Will need to further knowledge to achieve a successful project outcome

Assigned Task - Has the member been assigned work with this tool

Administration	Description	Competence Lvl	Up skilling required	Comments:
Code Documentation	Comments & official application documentation	3	Yes	Competent with general Admin Tasks - Would like to improve my team skills such as, Auditing & Scheduling. Happy to create documents and diagrams as needed for the project. Also learning from other members Code Documentation throughout the project to improve my own.
Excel	Excel organisation and management	4	No	
Word	Official documentation and writting skills	4	No	
Scheduling	Organsing deadlines & meetings	3	Yes	
Self Auditing	Able to identify the quality of own work	4	Yes	
Team Auditing	Ability to assess the quality of others work	3	Yes	
Diagraming	Ability to create charts/tables/diagrams to reflect project work	5	No	

Management	Description	Competence Lvl	Up skilling required	Comments:
Meeting Management	Organisation of team, client & mentor meetings	3	Yes	Would like to improve my organisation and communication with clients; as I lack the real experience work experience. Have the ability to identify risks but need to continue to improve on providing effective solutions
Digital Communication	Communication between team & 3rd parties (Emails, Discord)	4	No	
Risk Management	Ability to identify areas of risk & prepare solutions	3	Yes	

Tools	Description	Competence Lvl	Up skilling required	Assigned Task	Comments:
Python	Python language knowledge	4	No	Yes	Majority of my work is assigned to working with Python and Tkinter - Other areas I lack knowledge and will need to learn and improve my competency. Git/Github are both something I will contiune to learn as they are important tools for group projects & sharing code.
HTML	HTML knowledge & implementation	2	Yes	Pending	
Web Sockets	Web socket skills	2	Yes	Pending	
Tkinter	Python Tkinter GUI package	4	Yes	Yes	
Git	Ability to use GIT for version control	2	Yes	Yes	
Github	Ability to implement work through Github	2	Yes	Yes	
Python Avatars	Implementation of Python package - Python Avatars	1	Yes	Pending	
Python Chatterbot	Understanding and knowledge of the Chatterbot Library	3	Yes	Pending	
Beautfiul Soup Library	Able to use library to scrap web services	1	Yes	No	

Name: Shayan Saebi	*Skills Audit - CITS3200 - Chat Bot Assistant - Team Purple 2022*		**Key:**	Competence Lvl - 1 not comfortable, 5 experienced
Student ID: 22985466				Up skilling required - Will need to further knowledge to achieve a successful project outcome
Identified Skills				Assigned Task - Has the member been assigned work with this tool

Administration	**Description**	**Competence Lvl**	**Up skilling required**	**Comments:**
Code Documentation	Comments & official application documentation	4	Yes	I have a strong base of adminstrative soft skills, with lots of exeprience in excel, visualisation tools and documentation which are essential skills for producing high quality work and presenting it to a client. Therefore, I plan on continuing to build on my current abilites throughout the duration of this project, to ensure the project can be completed to the highest standard possible.
Excel	Excel organisation and management	4	Yes	
Word	Official documentation and writting skills	4	Yes	
Scheduling	Organsing deadlines & meetings	5	No	
Self Auditing	Able to identify the quality of own work	4	Yes	
Team Auditing	Ability to assess the quality of others work	4	Yes	
Diagraming	Ability to create charts/tables/diagrams to reflect project work	5	No	

Management	**Description**	**Competence Lvl**	**Up skilling required**	**Comments:**
Meeting Management	Organisation of team, client & mentor meetings	4	Yes	As part of a team project, management of meetings is very important in making sure a project is on track and all parties feel heard. As such, I will have to continue to grow my managements skills, especially for when I am acting as Project Lead.
Digital Communication	Communication between team & 3rd parties (Emails, Discord)	4	No	
Risk Management	Ability to identify areas of risk & prepare solutions	3	Yes	

Tools	**Description**	**Competence Lvl**	**Up skilling required**	**Assigned Task**	**Comments:**
Python	Python language knowledge	4	Yes	Yes	In terms of the tools I have available in my arsenal, I have a lot of experience with python, specifically with a data mining and database management focus. For this project, my base skills will help with the up skilling process, however, I will have to learn and get comfortable with many new python libraries as part of my role in creating the basic chatterbot and avatar system. As, the project is being completed on git, I will also have to make sure I am comfortable with the system and understand how to pull, push and commit correctly. Finally, depending on the remaining allocation of tasks, and progression of the project, I might have improve my HTML and learn a web scraping library within Python.
HTML	HTML knowledge & implementation	2	Yes	Pending	
Web Sockets	Web socket skills	1	No	No	
Tkinter	Python Tkinter GUI package	1	No	No	
Git	Ability to use GIT for version control	2	Yes	Yes	
Github	Ability to implement work through Github	3	Yes	Yes	
Python Avatars	Implementation of Python package - Python Avatars	1	Yes	Yes	
Python Chatterbot	Understanding and knowledge of the Chatterbot Library	1	Yes	Pending	
Beautfiul Soup Library	Able to use library to scrap web services	1	Yes	Pending	

Name: Zach Manson	*Skills Audit - CITS3200 - Chat Bot Assistant - Team Purple 2022*		Key:	Competence Lvl - 1 not comfortable, 5 experienced
Student ID:22903345	22903345			Up skilling required - Will need to further knowledge to achieve a successful project outcome
Identified Skills				Assigned Task - Has the member been assigned work with this tool

Administration	**Description**	**Competence Lvl**	**Up skilling required**	**Comments:**
Code Documentation	Comments & official application documentation	4	No	I have a lot of experience using office software both through school and university projects, as well as organisational tools for scheduling and plannings. I have little experience producing diagrams with the purpose of reflecting project work so will certainly need to improve on this. I have trouble evaluating my work so will need to develop this skill for this project.
Excel	Excel organisation and management	3	Yes	
Word	Official documentation and writting skills	4	Yes	
Scheduling	Organsing deadlines & meetings	4	No	
Self Auditing	Able to identify the quality of own work	3	Yes	
Team Auditing	Ability to assess the quality of others work	4	No	
Diagraming	Ability to create charts/tables/diagrams to reflect project work	2	Yes	

Management	**Description**	**Competence Lvl**	**Up skilling required**	**Comments:**
Meeting Management	Organisation of team, client & mentor meetings	3	Yes	My communication skills are strong but I have little experience managing teams and assessing risks, so will need to improve these skills for this project.
Digital Communication	Communication between team & 3rd parties (Emails, Discord)	4	No	
Risk Management	Ability to identify areas of risk & prepare solutions	2	Yes	

Tools	**Description**	**Competence Lvl**	**Up skilling required**	**Assigned Task**	**Comments:**
Python	Python language knowledge	5	No	Yes	I have a great deal of experience developing with Python and a number of libraries associated with it such as Beautiful Soup. The Tkinter, Avatars and ChatterBot libraries are new to me so I have little experience and will need to learn a great deal with these problems. Websockets are new to me as well. I have a large amount of experience using Git and GitHub for VCS so there is no need for upskilling
HTML	HTML knowledge & implementation	5	No	No	
Web Sockets	Web socket skills	1	Yes	Yes	
Tkinter	Python Tkinter GUI package	1	Yes	Yes	
Git	Ability to use GIT for version control	4	No	Yes	
Github	Ability to implement work through Github	4	No	Yes	
Python Avatars	Implementation of Python package - Python Avatars	1	Yes	Yes	
Python Chatterbot	Understanding and knowledge of the Chatterbot Library	2	Yes	Yes	
Beautfiul Soup Library	Able to use library to scrap web services	3	No	Pending	

Name: Ebuka Anwasi	*Skills Audit - CITS3200 - Chat Bot Assistant - Team Purple 2022*		Key:	Competence Lvl - 1 not comfortable, 5 experienced
Student ID:22990144				Up skilling required - Will need to further knowledge to achieve a successful project outcome
Identified Skills				Assigned Task - Has the member been assigned work with this tool

Administration	**Description**	**Competence Lvl**	**Up skilling required**	**Comments:**
Code Documentation	Comments & official application documentation	3	Yes	I've been privileged to have experience in logistics and people management, so I feel comfortable when it comes to scheduling work, I enjoying working with people to help me develop on areas of feedback, making constructive suggestions on how we can collectively improve as a team. While I wouldn't identify myself as "highly-skilled" in administrative software like Excel and Word, I would say I'm quite comfortable with using such. I do aspire to improve my ability with visualising data in the forms of charts, diagrams and docuemntation of which I look to the fantastic examples set by my teammates.
Excel	Excel organisation and management	4	No	
Word	Official documentation and writting skills	3	Yes	
Scheduling	Organsing deadlines & meetings	4	No	
Self Auditing	Able to identify the quality of own work	4	Yes	
Team Auditing	Ability to assess the quality of others work	3	Yes	
Diagraming	Ability to create charts/tables/diagrams to reflect project work	2	Yes	

Management	**Description**	**Competence Lvl**	**Up skilling required**	**Comments:**
Meeting Management	Organisation of team, client & mentor meetings	3	Yes	The opportunity of Project Manager for Sprint 1 has helped expand my collaborative and interpersonal skills as I try to best relay information/documents to my teammates, while also asessing the risks that the project is liable to. I look forward to improving my communication skills as the project continues.
Digital Communication	Communication between team & 3rd parties (Emails, Discord)	3	Yes	
Risk Management	Ability to identify areas of risk & prepare solutions	4	No	

Tools	**Description**	**Competence Lvl**	**Up skilling required**	**Assigned Task**	**Comments:**
Python	Python language knowledge	1	Yes	Yes	My primary programming experience comes in web dev (HTML, CSS, JavaScript) with light familiarity in Java, C and a basic understanding of how WebSockets work at a network level. I am amittedly very new (and as a result quite weak) with Python, which does happen to be the primary tool for this project. With that said I've seen through my teammates how beneficial it is and I'm determined to make steps to improving so I can further my understanding and contribute. I have had past experience using GitHub for collaborative work, hopefully as my Python skillset gradually improves I'm able to make more contributiosn through there.
HTML	HTML knowledge & implementation	4	No	Pending	
Web Sockets	Web socket skills	2	Yes	Pending	
Tkinter	Python Tkinter GUI package	1	No	No	
Git	Ability to use GIT for version control	3	Yes	Yes	
Github	Ability to implement work through Github	3	No	Yes	
Python Avatars	Implementation of Python package - Python Avatars	1	Yes	Pending	
Python Chatterbot	Understanding and knowledge of the Chatterbot Library	2	Yes	Yes	
Beautfiul Soup Library	Able to use library to scrap web services	1	Yes	No	

Name: Yunlong Wei

Student ID: 21805762

Identified Skills

Skills Audit - CITS3200 - Chat Bot Assistant - Team Purple 2022

Key: Competence Lvl - 1 not comfortable, 5 experienced

Up skilling required - Will need to further knowledge to achieve a successful project outcome

Assigned Task - Has the member been assigned work with this tool

Administration	Description	Competence Lvl	Up skilling required	Comments:
Code Documentation	Comments & official application documentation	3	Yes	I am capable of using basic office tools. And I am very happy to work with the team, because I can learn more advantages of others and improve myself. And Team Auditing is my weakness, wish I can learn more from others.
Excel	Excel organisation and management	3	Yes	
Word	Official documentation and writting skills	4	No	
Scheduling	Organsing deadlines & meetings	3	Yes	
Self Auditing	Able to identify the quality of own work	3	Yes	
Team Auditing	Ability to assess the quality of others work	2	Yes	
Diagraming	Ability to create charts/tables/diagrams to reflect project work	3	Yes	

Management	Description	Competence Lvl	Up skilling required	Comments:
Meeting Management	Organisation of team, client & mentor meetings	3	Yes	It was a good experience to work with a team, but as I am not good at English, I may not be able to talk and document well at the same time. Documentation in real-time is a difficult job for me, but organizing meetings or managing risk may be easier. In conclusion, I will make an effort to integrate with the group and make my own contribution.
Digital Communication	Communication between team & 3rd parties (Emails, Discord)	2	Yes	
Risk Management	Ability to identify areas of risk & prepare solutions	3	Yes	

Tools	Description	Competence Lvl	Up skilling required	Assigned Task	Comments:
Python	Python language knowledge	2	Yes	Yes	Since I only have basic python knowledge, and it is the first time I come into contact with the chatbot project, I don't know much about the knowledge contained in it, so in order to contribute my own strength, I will try my best to learn this new knowledge, and used in our project.
HTML	HTML knowledge & implementation	4	No	Pending	
Web Sockets	Web socket skills	1	Yes	Yes	
Tkinter	Python Tkinter GUI package	1	Yes	Pending	
Git	Ability to use GIT for version control	3	Yes	Yes	
Github	Ability to implement work through Github	3	Yes	Yes	
Python Avatars	Implementation of Python package - Python Avatars	1	Yes	Pending	
Python Chatterbot	Understanding and knowledge of the Chatterbot Library	1	Yes	Pending	
Beautfiul Soup Library	Able to use library to scrap web services	1	Yes	Pending	

Name: Dante Shabani	*Skills Audit - CITS3200 - Chat Bot Assistant - Team Purple 2022*			Key:	Competence Lvl - 1 not comfortable, 5 experienced
Student ID:22868526					Up skilling required - Will need to further knowledge to achieve a successful project outcome
Identified Skills					Assigned Task - Has the member been assigned work with this tool

Administration	**Description**	**Competence Lvl**	**Up skilling required**		**Comments:**
Code Documentation	Comments & official application documentation	3	Yes		I have confidence in my ability to produce documents in most applications (professional reports,
Excel	Excel organisation and management	3	Yes		documentation etc.). I have some experience in producing documents that read well and flow but I
Word	Official documentation and writting skills	5	No		have little experience in producing charts, tables and other visual compnents that compliment
Scheduling	Organsing deadlines & meetings	4	No		written work. I would like more practice with Excel and assessing the work of others as these are
Self Auditing	Able to identify the quality of own work	5	No		both important skills beyond thi project.
Team Auditing	Ability to assess the quality of others work	3	Yes		
Diagraming	Ability to create charts/tables/diagrams to reflect project work	3	Yes		

Management	**Description**	**Competence Lvl**	**Up skilling required**		**Comments:**
Meeting Management	Organisation of team, client & mentor meetings	4	No		I have various casual and professional experience in the professional side of operations (meetings,
Digital Communication	Communication between team & 3rd parties (Emails, Discord)	4	No		communicaiton, negotiation etc). I am happy to take on administrative tasks as I value their gravity greatly in
Risk Management	Ability to identify areas of risk & prepare solutions	3	Yes		the execution of the final task. I would like to improve my ability to understand possible areas of risk and how we may mitigate these - as this is paramount in all applications.

Tools	**Description**	**Competence Lvl**	**Up skilling required**	**Assigned Task**	**Comments:**
Python	Python language knowledge	2	Yes	Yes	I have experience with programming languages (C, java, SQL) and
HTML	HTML knowledge & implementation	1	Yes	Pending	producing complete packages in the instance of projects. This being said,
Web Sockets	Web socket skills	1	Yes	Pending	the programming tools required for this task are unfamiliar to me. I would
Tkinter	Python Tkinter GUI package	1	Yes	Pending	like to learn and engage in the programming aspects of this project for the
Git	Ability to use GIT for version control	1	Yes	Yes	sake of 1) better understanding the fundamentals of the finshed product,
Github	Ability to implement work through Github	1	Yes	Yes	and 2) add more skills to my skillset as a programmer.
Python Avatars	Implementation of Python package - Python Avatars	1	Yes	Pending	
Python Chatterbot	Understanding and knowledge of the Chatterbot Library	2	Yes	Yes	
Beautfiul Soup Library	Able to use library to scrap web services	1	Yes	Pending	

Summary

Administration

Administration	Description	Average Competence Lvl	Learning Resources - *Updated Through Project Life*
Code Documentation	Comments & official application documentation	3	How To Document Code - https://guides.lib.berkeley.edu/how-to-write-good-documentation
Excel	Excel organisation and management	4	Excelt Documentation - https://support.microsoft.com/en-us/excel
Word	Official documentation and writting skills	4	Word Documentation - https://support.microsoft.com/en-us/word
Scheduling	Organsing deadlines & meetings	4	Scheduling Tips - https://www.entrepreneur.com/article/243962
Self Auditing	Able to identify the quality of own work	4	Improve Auditing Skills - https://www.hrdive.com/news/start-where-you-are-7-tips-for-a-successful-self-audit/564458/
Team Auditing	Ability to assess the quality of others work	3	
Diagraming	Ability to create charts/tables/diagrams to reflect project work	3	Lucid Chart Documentation - https://www.lucidchart.com/blog/getting-started-in-lucidchart

Management	Description	Average Competence Lvl	Learning Resources
Meeting Management	Organisation of team, client & mentor meetings	3	Mentor Meetings, Harvad Meeting Guide - https://hbr.org/1976/03/how-to-run-a-meeting, Communication Skills - https://connectedspeechpathology.com/blog/how-to-improve-communicatic
Digital Communication	Communication between team & 3rd parties (Emails, Discord)	4	Harvad Email Upskilling - https://hbr.org/2021/08/how-to-write-better-emails-at-work
Risk Management	Ability to identify areas of risk & prepare solutions	3	Risk Management - https://www.cioinsight.com/it-management/it-risk-management/

Tools	Description	Average Competence Lvl	Learning Resources
Python	Python language knowledge	3	Official Documentation - https://docs.python.org/3/
HTML	HTML knowledge & implementation	3	HTML Documentation - https://developer.mozilla.org/en-US/docs/Web/HTML
Web Sockets	Web socket skills	1	Web Sockets Documentation - https://websockets.readthedocs.io/en/stable/
Tkinter	Python Tkinter GUI package	2	Tkinter Doc - https://docs.python.org/3/library/tk.html
Git	Ability to use GIT for version control	3	Git Guide - https://git-scm.com/doc
Github	Ability to implement work through Github	3	Git hub - Documentation - https://docs.github.com/en
Python Avatars	Implementation of Python package - Python Avatars	1	Official Documentation - https://pypi.org/project/python-avatars/
Python Chatterbot	Understanding and knowledge of the Chatterbot Library	2	Chatterbot Docs - https://chatterbot.readthedocs.io/en/stable/
Beautfiul Soup Library	Able to use library to scrap web services	1	Soup - Docs https://www.crummy.com/software/BeautifulSoup/bs4/doc/

Identified Weaknesses:	Description of Weakness
Web Sockets	Web Sockets will be a small but important task to allow the bots to interact via ipv4/6 - A team of 1-2 members will need to improve their knowledge for sucesful implementation
Tkinter	Tkinter is the main library used to create the application GUI - The member tasked with this job has/is already undertaking training and has a product for testing
Python Avatars	An important feature to give the bots personality/representation - A team of 1-2 members will need to improve their knowledge for sucessful implementation - This task will be assigned once GUI has functionality to implement it
Python Chatterbot	The library used for handling small talk within the bot - Members have begun training and implementing test versions of this. The rest of the team will need to increase their knowledge to understand the application
Beautfiul Soup Library	Used to scrap data from the web for bot uses such as maps/scholar search. - Training has yet to begin but will be assigned during sprint 2

Task	Members Assigned to Tasks with Specific Tools
Python	ALL
HTML	EBUKA
Web Sockets	ZACH, YULONG
Tkinter	ZARHMON
Git	ALL
Github	ALL
Python Avatars	SHAYAN, ZARHMON
Python Chatterbot	EBUKA, ZACH, DANTE, YULONG
Beautfiul Soup Library	EBUKA, ZACH