**CS2S567 Professional Practice and Employability:**

**Team Based Software Development Workshop**

**Portfolio 1**

A reflective

**Issue Tracking Portfolio**

Detailing own role in the team effort

**By**

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| Team Number | **Team 5 group 2** |
| Team Task | Recruitment and training |
| Own role(s) and tasks in Team | Role:   * Planner, Researcher and tester |

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| Weeks 1 & 2 | **Project Setup** |
| **Issues encountered** | When making the chair I lacked communication skills in discussing my role with the team. This meant that even though I had good ideas, at first, I was not communicating them properly  Two of our team members didn’t turn up to week 1 or 2. I was worried that I couldn’t communicate with them about what they needed to create for the PowerPoint.  I was a little confused about the actual tasks that we needed to do and delegate. |
| **Actions** | Explained what I was doing when I realised I was not communicating well.  I told Zuzana to ask the teacher for their emails and suggested emailing the teacher before the next lecture.  I read through all the material as it came out and asked questions about the tasks. |
| **Outcomes** | Our chair came second as we communicated well and tested its strength.  We sent them slack accounts and they eventually joined the chat, although they were not vocal about anything we talked about.  I now understand the overall task and the task that I personally need to complete. |
| **Reflection on own issues and actions** | If I was designing a product with someone, I would put forward my ideas further and will implement this into the production of our part of the project, also in terms of the missing team members we will look into communicating with them to see when we can meet up and discuss the project.    We discussed the roles of each of us on the team and made our minds up on SLAK |
| **Evidence of own activities** |  |

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| Weeks 3 & 4 | **Project Setup** |
| **Issues encountered** | The Python IDE that we had in class was not up to date so we couldn’t carry out all of the tutorial questions or start working on our project code. This set us back with our deadlines.  SQLite had not been installed by the IT department. There were whole tutorials that we couldn’t complete because we didn’t have the software, this prevented us from practicing our SQLite skills in tutorials and also stopped us from being able to work on the section of our project that required SQLite.  I couldn’t link GitHub server to python. Even though my details seemed to be correct I was getting an authentication error. This stopped me from carrying on with the tutorial and also meant that I had to spend a long time fixing the issue and not being able to carry on with other work that needed doing. |
| **Actions** | We informed the lecturer and within a few days the up to date version of the software was available to us. I also downloaded the software at home so I wouldn’t be so reliant on the school having the correct version available. |
| **Outcomes** | The lecturer fixed the issues that where inhibiting us from work |
| **Reflection on own issues and actions** | As it was not in our control it is hard for us to do much about it although in the implementation in a real project scenario in the future this would be important to manage before the start of the project. |
| **Evidence of own activities** |  |

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| Weeks 5 & 6 | **Project Setup** |
| **Issues encountered** | I was approached by a team member that was struggling with their Database as they where not sure what naming conventions to use. I offered to help with took up a lot of my tutorial time that I wanted to spend writing out flow diagrams.  I was not sure how to structure my time with this project. I had no idea what coding principle to use or what the stages of planning would look like. This was an issue because we were reaching the stage where we would have to start creating physical programs and I wasn’t sure how to structure my testing etc.. |
| **Actions** | I helped the student and took fewer brakes to catch up on the time I’d lost.  I attended the lectures and tutorials where the lecturer was gong to talk to us about Agile programming and destructive testing. |
| **Outcomes** | The team member that I helped managed to work a lot faster after they had a second opinion on the naming conventions and my own work pace had not been affected too much.  I now know how agile programming works and what kind of stages I will have to complete. |
| **Reflection on own issues and actions** | After the discussion on naming conventions I realised that I was not looking at the database structure in the correct way and told my team member of my mistake as a solution to this I would advise that next time we either discus these topics in person as I can then see the full scope of the work in question, or get the team member to message or e-mail the file to be reviewed by me, as to gain better perspective. |
| **Evidence of own activities** |  |

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| Weeks 7 & 8 | **Project Setup** |
| **Issues encountered** | I had a personal, ongoing medical issue that worsened during weeks 7 and 8. As a result of this I was unable to focus on work for a while, finding it difficult to either complete work or to turn up for all the sessions I had planned on working in. I also had to schedule a doctor’s appointment and had subsequent appointments made afterwards for various check-ups and prescriptions. This cut heavily into the time I would have used for this project and made me fall behind on my work and deadlines, causing inconvenience to my team members.  We were informed that we had to give another seminar on slack and trello. As I have lots of work to get on with, I was not sure whether I could complete most of the PowerPoint on my own (My main job last time). I was worried that I could not complete it on time. |
| **Actions** | I asked for help with organising my workload from a team member and they agreed to pick up on a few things that I would no longer be able to complete. I also asked if I could have said team member check my work to ensure that I had not missed anything as my illness was causing lapses in my focus and I didn’t want to make mistakes that my team members would have to later fix.  I discussed the situation with another team member and prompted her to ask everyone on slack to contribute to the presentation so that work would be spread out between us. |
| **Outcomes** | The work started to get underway and I was able to contribute as much as I could given my current condition. I made sure to ask for help when I needed it rather than trying to accomplish more than I could. I’ve had to slow my pace of work down but it’s benefiting my physical health to take breaks now an again.  Outcome pending… |
| **Reflection on own issues and actions** | As a team member I should be more forthcoming when I am ill prepared to do the assigned part of the project at the time in question, as I did not properly notify my colleagues they could not pick up the slack.  As a note I will remember to inform people next time so I do not inconvenience them. |
| **Evidence of own activities** |  |

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| Weeks 9 & 10 | **Project Setup** |
| **Issues encountered** | Had trouble with gantt chart  As it was my turn to be scrum master, I took on the responsibility’s it has, this included a Gantt Chart design that the other team member had obtained, when getting hold of this I was confused to find it had features that I had not seen before |
| **Actions** | To solve this problem, I first discussed how it worked and where the design had come from online, and then look it up to make sure I was adding dates correctly. |
| **Outcomes** | The gantt chart was done for the winter term so we could better sort out our selection of tasks more efficiently. |
| **Reflection on own issues and actions** | When taking on the scrum master and before it is important to make sure I know what has already been worked on as a group and not assume that no work has been done in a specific area before checking first. |
| **Evidence of own activities** |  |

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| Weeks 11 & 12 | **Project Setup** |
| **Issues encountered** | Asked to cover for team portfolio for the last 2 weeks as Ivo was not able to finish it  During the last weeks of the 1st term Ivo realised that he had to leave the country and was not available to continue iterating the group portfolio and it needed finishing |
| **Actions** | I decided the best course of action was for me to finish the group portfolio for the team shuffling the roles around and Ivo could take 2 weeks of it on the next term meaning we still had done an equal amount of work and acquired credit for the project. |
| **Outcomes** | The team portfolio was done for the end of winter meaning the group will not be behind when the new term starts. |
| **Reflection on own issues and actions** | This was quick thinking on my part as the conversation about him being busy was during a tutorial and assuming the work would be of poor quality if Ivo did not have adequate time to complete it, it would be better for the team if I helped with it in stead. |
| **Evidence of own activities** |  |

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| Weeks 13 & 14 | **Project Setup** |
| **Issues encountered** | No issues encountered |
| **Actions** |  |
| **Outcomes** |  |
| **Reflection on own issues and actions** |  |
| **Evidence of own activities** |  |

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| Weeks 15 & 16 | **Project Setup** |
| **Issues encountered** | No issues encountered |
| **Actions** |  |
| **Outcomes** |  |
| **Reflection on own issues and actions** |  |
| **Evidence of own activities** |  |

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| Weeks 17 & 18 | **Project Setup** |
| **Issues encountered** | No issues encountered |
| **Actions** |  |
| **Outcomes** |  |
| **Reflection on own issues and actions** |  |
| **Evidence of own activities** |  |

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| Weeks 19 & 20 | **Project Setup** |
| **Issues encountered** | No issues encountered |
| **Actions** |  |
| **Outcomes** |  |
| **Reflection on own issues and actions** |  |
| **Evidence of own activities** |  |