**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**

*Zuzana Baxendale, Ivor Jones, Lois Grimstead, Ivo Kostov and Gerallt hayes.*

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| Team Number | **5** |
| Team Task | Create recruitment program. |

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| Weeks 1 & 2 | **Project Setup** |
| Zuzana’s weeks | **Team** |
| **Issues encountered** | * 2 of our team mates didn’t show up for weeks 1 or two. Since we could not talk to them in person it made delegating tasks for the upcoming seminar presentation difficult which could have affected our ability to create a professional presentation. * We also had trouble communicating our ideas well during the induction challenge, we saw that this could be an issue moving forward as we will be working together in the future and may have a clashing of ideas. |
| **Actions** | * We talked to the lecturer about getting the students emails so that we could add them to slack and ask to let them know what jobs we were undertaking and allow them to let us know what jobs they wanted. * We sat down and talked through our different approaches and tried to implement this as an ongoing practice |
| **Outcomes** | * After a week the students joined slack, but we did not hear any conformation from them about what jobs they wanted to take on. This still posed an issue as they were not communicating with us and we were confused as to why they were not turning up to our tutorials. * Those of us who were very load with their ideas decided to step back and let other people come up with suggestions, this resulted in an issue that we hadn’t been able to solve having a feasible solution. |

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| Weeks 3 & 4 | **Project Setup** |
| Zuzana’s weeks | **Team** |
| **Issues encountered** | * The two absent team members had still not responded to our messages and with our presentation nearing we feared that we would either discover that we had no work from them to contribute towards our presentation or that we would not have enough time for one person to take on their roles in addition to their current work load. * We soon discovered that there was an issue with the Python IDE (PyCharm) that had been installed on the school PCs. The IDE did not support Python 3 which is the version of the language that we were supposed to be learning and practicing in tutorials. As a result of this we could not carry out all the tutorials for these weeks and it set us behind in terms of getting up to speed with Python. * The whole team and many others were finding that they could not link their Python directories to the GitHub server. We had followed the instructions given to us by the GitHub team and made sure that our log in information was correct but it was not working * During week 4 we found that we could not complete the tutorials as SQLite had not been installed properly by the university's tech team. |
| **Actions** | * We decided that those of us with time to spare could group together and carry out the work that the two team members should have completed. Ivor and Zuzana decided to compose software development slides and work on the GUI layout that we wanted to display during our seminar. * Our team asked them to look at our accounts and it turned out that our conformation emails had not been opened, we had not noticed them. We then clicked on the email link. * The lecturer was informed by our group and others about the issues with SQLite and she showed us a version we could download at home to work on as we had to keep installing it on the school computers. |
| **Outcomes** | * We discovered that we had misread the team allocation documents and they were indeed not in our team, we then re-assigned our workload and removed them from our group chat. * We could then connect properly to |

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| Weeks 5 & 6 | **Project Setup** |
| Zuzana’s weeks | **Team** |
| **Issues encountered** | * When we were working in a tutorial, we realised that there was an issue with having to re-install software every time we wanted to use it as the student PCs were having their files wiped every week. This cut down greatly on the time that we could work in class as we would have to locate the program and download it every lesson. * A few days before our seminar we discovered that there had been a mistake on the first group allocation document. The two ‘Recruitment and Training’ groups for both halves of the year had been highlighted the same colour. This led us to believe that we had more people in our group than we had realised. This was an issue because we were planning to complain to the lecturer about their absence and had also begrudgingly added their names to the beginning of our seminar. |
| **Actions** |  |
| **Outcomes** |  |

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| Weeks 7 & 8 | **Project Setup** |
| Ivors Weeks | **Team** |
| **Issues encountered** | * One team member was at this point frequently not turning up to meetings. So we weren’t aware of how much work he was contributing and therefore found it hard to structure team activities and discussions. * Our team had no gantt chart and we didn’t have a way of clearly tracking what our tasks where and how many had been completed. This meant that there was a possibility of completing work twice by accident. |
| **Actions** | * We informed the lecturer in case there would be any issues and made sure that he was up to speed with what he was doing and what we were doing in order to make the team working process as efficient as possible. * I asked the current scrum master about the situation, it turned out there was a gantt chart but it had been neglected by the scrum master and so I took it upon myself when it was my turn to be scrum master to fill it out for the team. |
| **Outcomes** | * He agreed to come in more next term and work on his attendance. * We could track our tasks and show if we were behind or ahead of schedule. We also then were demonstrating use of development ideologies such as scrum master. |

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| Weeks 9 & 10 | **Project Setup** |
| Ivos Weeks | **Team** |
| **Issues encountered** | * When working on our project we realised to achieve well in the project at hand we needed to solve a lack of understanding on agile programming, which was impeding us from correctly planning and implementing our project |
| **Actions** |  |
| **Outcomes** |  |
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| Weeks 11 & 12 | **Project Setup** |
| Ivors Weeks | **Team** |
| **Issues encountered** | * One team member was away for the final weeks of term meaning that certain work would not get done that could throw off the balance of our team and our plans. |
| **Actions** | * We decided to take on their responsibilities, in return he would perform more weeks of work in the spring term (so that other team members didn’t have more work than him). |
| **Outcomes** | * The work got done to a good standard and we were informed of our overall grade for our portfolios, it was a rather good grade but we had issues that we could improve on. |
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