Wk 3-4: Reflection

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Reflection                  Name: Anita Woodford            Total Points1 100

Please answer a subset of the following questions:

1. \*\*5 pts each: Affect: (What?, So What?...Return, Report, Reflect and Regroup.)\*\*

\*\*What? (Return and Report)\*\* 25 points (C5)

100% (5/10/20 pts)

1. What did you do to prepare for class this week?

I listend to all of the trainings and researched Empathy elicitation

2. What did you learn from this week's activities?

This week, I learned about effective project management techniques, software requirements specification, implementable features for software products, project tasking and artifacts management, networking and professional development strategies, embedded software engineering resources, interpersonal influences, and reflective learning.

I gained insights into various resources available for skill development and industry engagement in embedded software engineering. I learned about the impact of interpersonal relationships in shaping academic and professional growth. Additionally, I developed a comprehensive understanding of project management methodologies, software development practices, professional networking strategies, and personal development approaches.

3. What did you learn from the customer?

I learned about the customer's specific needs, preferences, and pain points related to the project through various elicitation techniques, including user interviews, observation sessions, and surveys/questionnaires. Some of the key insights I gained from the customer include the following:

- User Preferences and Behavior: I gained an understanding of how users interact with existing community platforms and their preferences regarding features, usability, and design elements.

- User Engagement and Community Dynamics: I gained insights into the importance of community engagement and interaction, including features like direct messaging, anonymity options, and community guidelines to foster a healthy online environment.

- User Demographics and Usage Patterns: I collected demographic information such as gender, age, and interests to tailor the platform to the needs of diverse user groups.

- Technical Requirements and Expectations: I identified technical requirements such as scalability, data analytics integration, and security measures based on user expectations and industry standards.

- Feedback and Improvement Opportunities: I analyzed survey responses and feedback to identify areas for improvement, prioritize features, and refine the product roadmap based on user sentiments and suggestions.

Overall, learning from the customer has been instrumental in shaping the project's direction, ensuring that the final product effectively meets user needs and expectations.

3. What did you learn from the customer's domain knowledge?

From the customer's domain knowledge, I gained insights into the specific industry or field relevant to the project. Here's what I learned:

- Industry Trends and Best Practices:

- Understanding the current trends, challenges, and best practices within the customer's domain. This knowledge helps in aligning the project with industry standards and expectations.

- Domain-Specific Terminology and Concepts:

- Learning the terminology, concepts, and jargon commonly used in the customer's industry. This facilitates effective communication and ensures that the project team understands the domain-specific requirements.

- Regulatory and Compliance Requirements:

- Identifying any regulatory or compliance requirements specific to the customer's industry. This knowledge is crucial for ensuring that the project adheres to relevant laws and regulations.

- User Needs and Pain Points:

- Gaining insights into the unique needs, preferences, and pain points of users within the customer's domain. This understanding guides the development of features and functionalities tailored to address specific industry challenges

- Emerging Technologies and Innovations:

- Staying informed about emerging technologies, innovations, and advancements within the customer's industry. This knowledge helps in incorporating cutting-edge solutions and staying competitive in the market.

- Overall, learning from the customer's domain knowledge provides valuable context and direction for the project, enabling the team to develop solutions that are well-suited to the needs and requirements of the target industry.

4. What synergic activities did you participate with the customer?

I engaged in synergic activities with the customer as part of my role. These collaborative efforts aimed to achieve common goals and foster mutual benefits. Here are some examples of the synergic activities that I participated in with the customer:

- Requirement Gathering Workshops: I collaborated with the customer in workshops to gather and refine project requirements. These sessions involved brainstorming ideas, discussing priorities, and aligning project objectives with customer expectations.

- Feedback Sessions: I provided and received feedback during various project stages. This collaborative exchange helped ensure that the deliverables effectively met the customer's needs and requirements.

- Joint Problem-Solving: I worked with the customer to address challenges or obstacles encountered during the project. This involved sharing insights, exploring alternative solutions, and collectively resolving issues to keep the project on track.

- User Testing and Validation: I involved the customer in user testing and validation activities to gather feedback on prototypes or beta versions of the product. This collaborative approach helped identify areas for improvement and ensure that the final product met user expectations.

- Strategic Planning Meetings: I participated in strategic planning meetings with the customer to discuss project milestones, timelines, and resource allocation. These sessions facilitated alignment on project goals and enabled proactive decision-making to drive project success.

- Training and Knowledge Sharing: I conducted training sessions or knowledge-sharing workshops for the customer to transfer skills, best practices, and domain knowledge. This collaborative learning approach strengthened the partnership and empowered the customer to take ownership of the project's success.

- Regular Communication and Updates: I maintained open and transparent communication channels with the customer through regular updates, progress reports, and status meetings. This collaborative communication ensured that both parties remained informed and engaged throughout the project lifecycle.

These synergic activities promoted a productive and collaborative relationship between the project team and the customer. This, in turn, led to successful project outcomes and mutual satisfaction.

1. On a scale of 1-Zoned out, 2-Attentive, 3-Thinking, 4-Activity Participated, 5- Dominated the activities, \*\*how did you participate in class\*\*?

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2. On a scale of 1-Waste of my time, 2-Re-enforced my learning, 3-Learn something new, 4-New content that connected to previous learning, 5-Mind Blowing/Paradigm shift, \*\*what did you learn\*\*? 4

\*\*So What? (Reflect and Regroup)\*\*

1. How did you affect the project?

I contributed to various aspects of the project, making it successful. Here's how:

- I actively participated in requirement-gathering sessions and provided feedback to refine project requirements.

- I executed assigned tasks diligently, adhering to timelines and quality standards.

- I engaged in problem-solving activities and contributed to decision-making processes.

- I contributed to quality assurance efforts by conducting testing and providing feedback for improvement.

- I maintained open communication channels with team members and stakeholders to keep the project on track.

- I shared expertise, best practices, and domain knowledge with team members and stakeholders.

- I demonstrated adaptability and flexibility in response to changing project requirements.

- I proactively sought opportunities for process improvement, innovation, and optimization.

My contributions drove progress, ensured quality, and promoted continuous improvement, contributing to the project's success.

2. How did you include the customer?

I asked questions and received clarification

3. What is the status of your goals from previous reflections?

I am halfway finished with my part for this week.

4. What value did you provide to the program/team?

I provided the following value to the product/customer:

- Technical guidance and support to team members on how to use GitHub effectively.

- Assistance in performing a SWOT analysis and integrating the findings into the project analysis.

- Skill development and knowledge transfer among team members related to GitHub usage and strategic analysis techniques.

- Improved project management practices by streamlining workflows, organizing tasks, and integrating strategic analysis outputs.

- Empowered decision-making by providing valuable insights, tools, and methodologies.

- Increased productivity and effectiveness by enhancing team proficiency, accelerating project progress, and maximizing the value delivered to the product/customer.

Overall, my contributions supported project goals and customer satisfaction.

1. \*\*10 pts each: Behavior: (What now?...my ideas are starting to emerge!)\*\* 50 (C5)

100% (5/10/20 pts)

1. What value or innovation do you plan on providing the customer, project or program?

I am currently working on The Software Requirements Specification (SRS). This document defines the scope and objectives of software projects, provides comprehensive coverage of requirements, suggests innovative solutions to overcome challenges, prioritizes user-centric design principles, integrates industry best practices, and fosters flexibility and adaptability for future growth and evolution. Its main objective is to deliver value and innovation by closely aligning with customer requirements and expectations.

2. How do plan on including the customer in your tasking?

To involve the customer in tasking, we can: Schedule regular meetings to discuss project progress and gather feedback.

Invite the customer to participate in planning sessions, prioritize tasks, and set clear objectives.

Seek the customer's review and approval of plans and deliverables.

Engage the customer in user acceptance testing to identify discrepancies or areas for improvement.

Establish feedback mechanisms to incorporate customer suggestions.

Maintain transparency in tasking processes by documenting decisions.

By involving the customer in tasking, we can ensure that their expectations and requirements are effectively addressed throughout the project.

3. How do plan on contributing to the team, besides completing your tasks?

I plan to contribute to the team by actively sharing relevant knowledge, providing guidance and support, collaborating on problem-solving, promoting a positive team culture, taking initiative, and demonstrating adaptability. By doing so, I aim to make meaningful contributions beyond completing my assigned tasks.

4. What would you do differently next week?

Not wait until the last minute to fill this out.

5. Write a SMART goal for next week?

SMART Goal for Next Week:

Specific:

I will complete the requirements gathering phase for the Community Board project by conducting interviews with at least three stakeholders, documenting their feedback, and synthesizing it into a comprehensive list of user requirements.

Measurable:

I will schedule and conduct three stakeholder interviews, document the key insights and requirements gathered from each interview, and compile them into a requirements document.

Achievable:

I will allocate sufficient time each day next week to reach out to stakeholders, conduct interviews, and document their feedback. I will also leverage existing templates and guidelines for conducting effective interviews and documenting requirements to streamline the process.

Relevant:

Completing the requirements gathering phase is crucial for ensuring that the Community Board project aligns with stakeholder expectations and meets user needs effectively. By conducting thorough interviews and documenting clear requirements, I will lay the foundation for the project's success.

Time-Bound:

I will aim to complete all stakeholder interviews and document their feedback by the end of next week, ensuring that the requirements gathering phase is concluded on schedule.

4. If you were to teach one thing that you learned to someone else what would it be?

If I were to teach one thing that I learned to someone else, it would be effective project management techniques, particularly how to use tools like GitHub for collaboration, issue tracking, and project management. I would emphasize the importance of clear communication, organization, and accountability within a team, as well as the benefits of using version control systems to track changes and facilitate collaboration on software development projects

1. \*\*20 pts each: Cognitive: (Wow, I learn?... Ok that is deep!)\*\* 100 (C5)

100% (5/10/20 pts)

1. How does your experience relate to other experiences you have had?

My experience in this project has several connections to my past experiences. Firstly, the skills and techniques that I have acquired during this project, such as effective communication, problem-solving, and time management, can be transferred to other projects and contexts. Secondly, collaborating with my team members and engaging with stakeholders in this project is similar to my experiences in other collaborative settings, whether it be academic, professional, or personal projects. Thirdly, improving my technical skills, such as using GitHub, conducting SWOT analyses, or creating software requirements specifications, has enhanced my overall proficiency and versatility in various domains. Lastly, the learning process, which involves seeking feedback, adapting to challenges, and continuously improving, is consistent across different experiences and endeavors. Overall, each experience adds to and enriches my overall skill set and understanding, contributing to my growth and development in various areas of my life.

2. How does your experience relate to other classmates' experiences?

Classmates may face common challenges like technical hurdles, time management, collaborative work, learning styles, and support systems. Sharing experiences and insights, offering encouragement, assistance, and resources to struggling classmates can help overcome these challenges more efficiently. By empathizing with and supporting each other, we can foster a supportive learning environment for everyone.

3. Tell me about what you taught someone? And what did they learn, that they didn't know before?

I recently helped a classmate to become more familiar with the use of GitHub for project management and collaboration. During our discussion, I showed them how to use certain features of GitHub such as setting up epics, closing issues, and using labels. With this knowledge, they were able to better organize and prioritize project tasks, track completed work, and categorize and filter issues. By utilizing these functionalities, they were able to streamline workflows, track progress more effectively, and collaborate more efficiently with team members. This newfound knowledge enabled them to contribute more effectively to the project and utilize GitHub as a valuable tool for project management and collaboration.

4. If you were to write your experience as STAR story, how would you phrase it?

Situation: During a project collaboration session, I noticed some team members struggled to use GitHub effectively for project management.

Task: Recognizing the opportunity to assist my peers, I offered to guide GitHub features such as setting epics, closing issues, and applying labels to enhance project organization and collaboration.

Action: I engaged with my classmates individually, demonstrating how to navigate GitHub's interface and utilize key features step-by-step. I explained the purpose and functionality of epics, guided them through the process of closing issues, and demonstrated how to apply relevant labels to different tasks.

Result: As a result of my assistance, my classmates better understood GitHub's capabilities and how to leverage them for efficient project management. They were able to organize tasks more effectively, track progress with greater clarity, and collaborate more seamlessly with team members. This increased their confidence in using GitHub as a valuable tool for project collaboration, ultimately contributing to improved project outcomes.

5. If this was a religion class, how would you relate this week's topic to the gospel?

Relating this week's topic to the gospel of The Church of Jesus Christ of Latter-day Saints (LDS Church) involves identifying principles that align with LDS teachings and values. Here's a perspective:

- Principles of Service and Unity: In the LDS Church, service and unity are central principles taught by Jesus Christ. Just as I offered assistance to my classmates in understanding GitHub, members of the LDS Church are encouraged to serve each other and work together in unity. This aligns with the Savior's teachings to love and support one another, bearing one another's burdens.

- Strengthening Others: When I shared my knowledge of GitHub with my classmates, my goal was to strengthen and uplift them. Similarly, the LDS Church encourages individuals to share their talents and knowledge to lift others. This is reflected in the Church's emphasis on ministering, where members strive to support and strengthen each other spiritually and temporally.

- Learning and Growth: Both in academia and the LDS Church, there is a focus on continual learning and growth. Just as I learned new skills and knowledge about GitHub, members of the LDS Church seek to increase their understanding of gospel principles and deepen their relationship with God through study, prayer, and personal revelation.

- Teamwork and Collaboration: Working together harmoniously, as exemplified in the collaboration within a project team, mirrors the LDS Church's emphasis on teamwork and collaboration in accomplishing its mission. Members are encouraged to work together in various callings and assignments, recognizing that unity and cooperation lead to tremendous success and progress.

- Overall, by applying principles of service, unity, learning, and collaboration in academic and religious contexts, individuals can strengthen themselves and others, ultimately drawing closer to God and fulfilling their purposes in life.

Note: A SMART goal is an acronym that stands for Specific, Measurable, Achievable, Realistic, and Time bound. When writing a SMART goal, you must identify each letter as an outline or use the letters.

Note: A STAR story is used in interviewing candidates, much like a SMART goal, each letter stands for Situation, Tasking, Achievement, and Results. Here are some links about STAR and how to use it.

Submission

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You will need to turn in a document or spreadsheet with

- Your name,

- The total score,

- Each of the questions and your answers,

- Your evaluation/score of each answer using the rubric.

- Either label your evaluation (C1) through (C5) in your answers or provide 1 sentence justification for your answer.