C+++ Portfolio:

Members: Zsolt, Ben, Kinmon, Owain, Ilyas(Removed)

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| Weeks | **Project Setup** | |
| 10/10/22 | **Team** | **Own (Ben Sarak-Jones)** |
| **Activities undertaken** | The team went to the professionalism class. Ben (Current team leader), Owain and Kinmon came up with a plan to write the business plan and Ilyas wrote up a Gann chart an put it into the team chat. We divided up the work equally amongst ourselves. We also divided up the business plan, playing to our strengths so that everyone was doing work they felt they could do effectively. We have also set up a GitHub repository so that we can all work on the project when it comes to it. | Setup all organisational tasks and consulted with team to divide work up. I also setup GITHUB for the team.  Currently only me an Owain are assigned to it, Ilyas and Kinmon will be making a GitHub account so that they can contribute. I will also upload the team portfolio to GitHub so that when leadership is passed, it makes it easier to update the portfolio. |
| **Outcome of QA activities or Issue** | Make sure everyone knows what their role is. | No QA issues at the moment. Just setting up business plan |
| **Activities resulting from QA process/issue** | Everyone fulfils role | N/A |
| **Personal QA development/issue** | I learned how to make a github repository and how to add everyone to it. I also gained experience of | |
| **Evidence of own activities /resolving issue** | Here is evidence of the week of work.    Github repository I set up for the team to use.  Graphical user interface, application, Teams  Description automatically generated  Graphical user interface, text, application  Description automatically generated      The teams screenshots show us organising tasks.    The gann chart ilyas made. | |

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| Weeks | **Project Setup** | |
| 17/10/22 | **Team** | **Own (Ben sarak-jones)** |
| **Activities undertaken** | Everyone has spent the week working on the assigned activities and also everyone has joined the Trello board and joined the GitHub project. Everyone has finished their assigned activities and the business plan is now finished, in the next week we will focus on the seminar presentation. | Setup all organisational tasks and consulted with team to divide work up. I also setup GITHUB for the team.  Ive chased up everyone on the team to make a GitHub account so that they can contribute to the GitHub project, and I have made everyone a contributor. I will also upload the team portfolio to GitHub so that when leadership is passed, it makes it easier to update the portfolio. I also setup a Trello board for the team and got everyone to join it and setup tasks and checklists for the team. |
| **Outcome of QA activities or Issue** | Still no QA issues yet as myself and the team are just putting our business plan together. | Still no QA issues yet as myself and the team are just drafting our business plan together. |
| **Activities resulting from QA process/issue** | None yet | None yet |
| **Personal QA development/issue** | I personally feel that I have grown more confident in leading the team and assigning work towards team members and chasing them up on it. I have never used Trello before, so I have started learning how to use it. Ive also grow more confident with GitHub. | |
| **Evidence of own activities /resolving issue** | This is my GUI section of the business plan I have written.    This is the goals and aims sections I have written.      This is the Trello board I have set up. As you can see ive also set up a checklist on it for the team members to check off their work once it is done so I know how far along the project we are.    This is a screenshot of our teams chat where Kinmon is keeping me updated on the work he has done.      The above two screenshots are Owain showing me the work he has done and keeping me updated with it in the teams chat.      These are screenshots of the updates on the work ilyas has done over the week as well.  Graphical user interface, text, application, email  Description automatically generated  Graphical user interface, text, application, chat or text message  Description automatically generated    Everyone has finished some their sections of the business plan.  I have incorporated their work into the business plan.    This is our completed business plan.    This is the Trello board showing everyone has checked of their work. | |

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| Weeks | **Project Setup** | |
| 24/10/22 | **Team** | **Own (Ben Sarak-Jones)** |
| **Activities undertaken** | Me and Kinmon have summarised our subjects of the business plan and sent them to Owain for Owain to put into a final presentation including his own summary as he has a very good skillset of PowerPoint. | I have summarised my business plan into a PowerPoint for the seminar and sent it to Owain to put into the final presentation. |
| **Outcome of QA activities or Issue** | Khan is not available for the seminar. | None |
| **Activities resulting from QA process/issue** | We have divided the work he was meant to present amongst ourselves, and all worked on our parts including khans work. | None |
| **Personal QA development/issue** | Developed summary skills | |
| **Evidence of own activities /resolving issue** | This is Owain agreeing to develop the final version of the presentation as he is very good at it.        These are my presentation slides; these are just the information and I will be sending them to Owain to put into the final presentation as he has a very good PowerPoint skillset.    This is me sending the presentation to Owain.      Ive also updated the Trello board.            This is the document Kinmon has sent into the group chat. | |

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| Weeks | **Project Setup** | |
| 31/10/22 | **Team** | **Own (Ben Sarak-Jones)** |
| **Activities undertaken** | Owain, Kinmon and our new team member Zsolt, we met up in the library and developed our seminar presentation. We have essentially all summarised our points and put them into a PowerPoint. Owain then developed the aesthetics of the presentation to ensure it was up to a high standard. This was all done in person in the library and organised in person. | I have summarised my points in the business plan into a condensed version for my seminar presentation. I have instructed the others to do the same and we will rehearse and practice our seminar to ensure It all goes smoothly. I am also now preparing to hand over leadership to Kinmon at the end of this week. I will be sending him the team portfolio and he will continue it from the start of next week. |
| **Outcome of QA activities or Issue** | Since khan was not available, we have a new member of the team, Zsolt. | None |
| **Activities resulting from QA process/issue** | Zsolt is available for the seminar and works well with the team. | None |
| **Personal QA development/issue** | None | |
| **Evidence of own activities /resolving issue** | This is our finalised presentation that we are going to use for our seminar. As the organisation of the meeting and the actual meeting all took place in person this all the evidence we have. | |