**Studio PDR Planning Worksheet**

**Objectives:**

* 1. Write a semi-formal technical document using researched material.
  2. Communicate informally in writing using common IT industry team communication tools.
  3. Communicate verbally to a medium-sized group in a semi-formal context, using appropriate visual aids.
  4. Communicate verbally within a small group in an informal context.
  5. Design a system based on specified requirements.
  6. Build a database based on a system design.

3.1 Contribute to a version-controlled code base.

3.2 Contribute to the management of a team project.

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| Name: Bhanu |
| Date of scheduled PDR meeting: 18 September 2024 Mid-semester/ Final |
| Discussed with: Waruni Hewage & Teong Boon Tan |
| What are your personal goals and objectives in addition to the course objectives?  *This could be for Studio, BIT, or general career progression*  Besides just learning and achieving the course goals and objectives, I also wanted to enhance my semi-formal technical writing skills. These are necessary for preparing project documentation that is recognized by IT firms. Also, I plan to improve my knowledge in database design and implementation, improve my experience in using version control tools like GitHub, and be more engaged in teamwork in project management. These are the aims that I have set for myself and my plan to work as a software developer and a project manager fits perfectly in the achievement of these objectives. |
| What has gone well this semester? What are your strengths?  My knowledge of the design and construction of databases has improved this semester, especially with the help of the Book Collection Management System (BCMS) project. I also developed good version control by ensuring that any changes made to the project were done properly on GitHub if it was my turn. My interaction with the team using verbal and writing has also been highly developed, and I have gained much improvement in that. |
| What could have gone better and how? What would you do differently next time?  *If you could replay the semester over again, what improvements would you make?*  Some areas should have been managed more tactfully for instance in planning and/or distributing duties in the initial stages of the task. The next time I would ensure that the project had a better timeline and ensure that better use of computer tools is proactively done to monitor the progress of the development throughout the team.  To avoid such issues of misunderstanding or slowness, I imply the usage of communication tools from the onset of forming a working team and setting up regularity checks. To perform this, I will also incorporate more time for testing and fine-tuning the system structure to avoid any issue of encountering a hitch. |
| What are the next steps to take? What is your plan for further self-development?  I plan to widen my knowledge of advanced database concepts and software development practices. I will also work on improving my presentation skills to communicate more effectively in both informal and formal settings. |
| What barriers to your success exist? How do you plan to deal with them?  Time management and balancing different course requirements are potential barriers. To deal with them, I will implement a stricter schedule and prioritize tasks based on deadlines and importance. |
| What is not clear or is uncertain?  *In Studio, for BIT, at Polytech etc*  I need more clarity on certain advanced features of the database management system we used (SQLite) and how to implement more complex queries efficiently. |
| What evidence do you plan to use to demonstrate your completion of the objectives?  (For the mid-semester PDR you will have only completed some of the objectives. Just bring evidence of those ones)  *Add links, screengrabs and/or brief explanations under each objective below. Keep in mind that this should be enough evidence for someone who doesn’t know you to be able to tell that you passed each objective (together with your lecturer’s observation notes).*  Write a semi-formal technical document using researched material.  *How do you feel your writing has improved this semester? Show a screen grab of a sample paragraph of your best writing.*  I completed a semi-formal technical document for the BCMS project, which included an executive summary, design analysis, and detailed data tables.      Communicate informally in writing using common IT industry team communication tools.  *How did you communicate with your team when not face-to-face? Show a sample that shows you communicating in a chat or similar in a professional way.*  I used whatsapp and Teams for regular team updates and discussions outside of meetings. I made sure that my communication was professional and clear, maintaining a respectful tone and providing constructive feedback.      Communicate verbally to a medium-sized group in a semi-formal context, using appropriate visual aids.  *How do you feel your presentation went? What was the best part? What didn’t go according to plan?*  I showcased the BCMS project to a group of friends, using PowerPoint slides that showed the database design and project objectives. The presentation was well-received, although I felt I could have managed the Q&A session better.  Communicate verbally within a small group in an informal context.  *How well did you communicate with your team in person? Did you attend stand-up meetings? How did your communication help the team project to be a success?*  I attended all meetings and contributed ideas and feedback. I started discussions to solve project challenges, which helped ensure the team was aligned and tasks were progressing.  Design a system based on specified requirements.  *How do you feel your database design went? Screen grab the best or most challenging part of your ERD. Is there anything you’d change if you had the chance?*  BCMS system was designed by us to meet the requirements provided, including the creation of an ERD that shows the data relationships, and the logic required for managing book collections, loans, and user interactions.  *A diagram of a data flow  Description automatically generated*  Managing friends was the most challenging part. I would have added multi-user access and admin access if I had the chance.  Build a database based on a system design.  *How do you feel your database build went? Screen grab your best bit of code running in SQLite.*  I was able to complete building the database in SQLite and align it with the proposed ERD so that all the tables, fields, and relationships are well done. The published DB was examined as far as integrity and performance issues are concerned.  Contribute to a version-controlled code base.  *Did you contribute lots of good code and use git and GitHub properly? Show us an example of frequent commits with good messages. Show us a sample of your best code.*  *I committed my changes to the GitHub repository and added a message that described the changes. I also checked the code and incorporated changes to keep the code consistent and also improved on the code to enhance its efficiency and effectiveness.*  *A screenshot of a computer  Description automatically generatedA screenshot of a computer  Description automatically generated*  Contribute to the management of a team project.  *Did you help the project run smoothly? Did you help ensure work was divided evenly? Show us an example of how you (as an individual) used technology to manage tasks.*  In terms of collaboration, I assigned tasks within the Teams so that we could progress and make sure that the work was fairly divided among us. I also scheduled weekly meetings to review the work progress and make decisions regarding problems arising. |

A screenshot of a computer

Description automatically generated