**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: |
| Date of scheduled PDR meeting: Mid-semester/ Final |
| Discussed with: |
| What are your personal goals and objectives in addition to the course objectives?  *This could be for Studio, BIT or general career progression* |
| What has gone well this semester? What are your strengths? |
| 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?* |
| What are the next steps to take? What is your plan for further self-development? |
| What barriers to your success exist? How do you plan to deal with them? |
| What is not clear or is uncertain?  *In Studio, for BIT, at Polytech etc* |
| 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.*  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.*  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?*  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?*  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?*  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.*  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.*  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.* |