**Team name**

Word Count: 1881

**Team Working in Computing**

**Joe Bloggs**

**Team names**

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# Context

## Project Brief

The company 357 Ltd has asked to create a series of systems to help them with their expansion. 357 Ltd offer resources for students such as, books, CDs/DVDs, software and hardware. They plan on opening up to a wider consumer base, so we suggested that they look into a website as this will allow users to browse and purchase their products whenever they need to. We have been asked to develop a prototype so they can have a look at what we plan on doing for them.

## Group Members

Our group that tackled the task consisted of: student names

## Outline of Project

Our group outlined how we were going to approach the project; we decided that this was the best way to do so. Starting with a group meeting, we assigned roles to the group members. We then established the requirements of the project, so what we needed to get done for 357 Ltd. Then we designed a rough copy of the website front page so we could present it at the next meeting and smooth out the edges. At the next meeting, we discussed what could be added or taken away from the sketched up design of the website so we could then draw up a final version of the website. We then planned to implement the design into an actual website, we would then proceed to test, fix problems/bugs and then evaluate the project, but we never got around to it.

# Task Planning

## Approaching the Task

First off we draw up a rough design of the company logo, as this would be a major part in the design of the website. After we got a finalised version of the logo we went on to designing the front page of the webpage, this included promotional products, deals, product searching and forums among a range of other features. Once we had agreed on a final design for the website, we were then going to develop the website and proceed to test and iron out the problems and bugs.

## Key issues

A few of the key issues were designing a website that would be inviting for the common consumer (357 Ltd only sold to larger distributers before this expansion). 357 Ltd would also need to employ people to maintain the website after we had finished with the development.

## Skills/Strengths

Our systems designers were able to craft together a website that was both inviting and easy to navigate, so that the user would be able to get what they need from the website. Our Project Managers were able to keep the group in line so that we would get everything done by the deadline dates.

## Timeline/Milestones

The group looked at the task and decided on a logical way to tackle it.

Establish Requirements 🡪 Design Rough Copy of Website 🡪 Proper Copy of Website 🡪 Implementation of Website 🡪 Testing 🡪 Fix Problems/Bugs

At the end of each week, the group had a meeting to discuss progress of that week. We had a total of 3 meetings that focused on the company logo design, the front page design and the account details page design.

## Training

357 Ltd would need to train or employee new talents onto the team if they were going to invest in opening up a website for the public. They would need to know how to maintain and fix the website if anything were to happen unexpectedly. Alternatively, 357 could ask for help from us if some problems or bugs were found.

# Process Decisions

## Organising the Team

The team was organised by skills and weaknesses. If a member was good at leading or designing, they were typically placed by that attribute.

Alana and Gary were the Project Managers, so they would focus on group organisation, time keeping and had good communication skills.

The System Analysts were Craig and Ian, they decided on what was the best approach to a task, and they also helped others when they needed it.

Systems Designers were Aaron and Ian; they would design the logos/webpages, had good technical knowledge and had a good understanding of the tasks at hand.

Project Developers were Aaron and Rickie; they were going to develop the website and make sure that it did everything that it needed to do.

Testing team consisted of Craig, Gary and Rickie; they were going to test the website for problems and bugs to make sure that everything was in working order and ready for shipping.

And finally the librarians consisted of everyone, we all needed to keep copies of the work that we did over the course of the project.

## Maximise Strengths

We maximised strengths by not restricting everyone to just one role, this allowed people to chime in with ideas that they felt would benefit the group and the project. We also put everyone on roles that they felt comfortable with, no one felt out of place.

## Reduce Weaknesses

Everyone was welcome to help and ask for help if they were struggling with a task, this enabled us to continue forward without anyone slowing us down. This is what working as a team is about, no one should be left behind.

## Methods of Working

We typically just worked in groups while in class, we had an email setup so if anyone needed any files, they could contact a group member to get the updated files. As we mainly worked in person, this made it easier to communicate and give help to those who needed it.

# Evaluation

## Project Objectives

Some of the objectives were not achieved, such as the implementation of the website, therefore disallowing the testing and fixing part of the part to be finished either. We did design 3 webpages, a logo and discussed ways in which 357 Ltd could deal with the website from a company standpoint.

## Changing Ideas

Throughout the project we had ideas that we would change and adapt to how 357 Ltd wanted the website to do. We went through a few different designs of the logos, and even then we still changed the logo we thought would work out best. The front page banner was changed quite a bit when we introduced the account section and social network buttons. Change is good, as it keeps things advancing.

## Next Time?

I think we would need to go over the timeline a little more, and make sure that everyone understood what was to be done by when. We had a few problems with understanding when things were needed by. Other than that, there weren’t many other problems, aside from some disagreements within the team (team name).

# Team Performance Evaluation

## Evaluate your own performance

In the planning stage, I designed the logo and the front page of the website, I feel like this helped the team get on the same page with the development.

I think I got my say in where it needed to be, whether that is with my own tasks, or helping out with others’ tasks. I spoke a lot in the meetings to help come to an agreement where needed, I feel like a came up with ideas that were beneficial to the development of the website.

My strengths were probably designing and explaining the features of the webpage, and possibly giving ideas for future additions to the webpages. My biggest weakness was probably understanding what others were doing for the project was on a general level, as typically I was fixated on my own task and almost ignored everything else.

## Evaluation of Team Members

### Alana

Alana was one of the leaders of the group; she kept everyone in line when they needed to be. Alana did a lot of the documentation and note keeping within the group, which helped a lot when we got deeper into the project.

Alana was very strong in the communication field, she didn’t tell anyone over speak her and always got her point across. She wasn’t very good at negotiating, if she had an idea in her head, she didn’t want to stray away from that.

### Craig

Craig was good at doing what he was assigned to do, so when he designed and presented the webpage he designed, he had a lot to say about it. He helped out with the documentation of the meetings, such as the minutes and the agendas.

Craig was good at getting done that needed to be done. When he was confronted at the meeting about the features of the webpage he designed, he did a good job of answering the questions that were asked.

### Rickie

Rickie was one of the developers of the team, and he also was a chairman of one of the meetings. Rickie presented the meeting well and kept everyone on track with it.

Rickie had a tendency to interrupt others when they were working, but when tasked with something, he was very quick to produce a piece of work.

### Ian

Ian was one of the main designers for the group; he helped design two of the webpages and came up with some designs of the logos. He suggested a lot of ideas in the meetings, some that went on to be part of the final designs.

Ian didn’t like to cooperate with other members; he was very passionate about his designs and didn’t like to agree that some others were better suited for the project. Ian spoke up at meetings, most, if not all of his inputs at meetings were valued quite highly as they went into the final designs.

### Gary

Gary may very well have been the keystone of the group; he straightened everyone out if Alana was part of a heated discussion. His efforts towards the team were second to none; he helped in every field if help was needed.

Gary kept a level head throughout the entire project, always getting things done on time and presented them to the team. Gary could probably work on speaking up a little, getting his opinion in rather than letting others take the role in deciding.

## Rating of Yourself and Co-Workers

|  |  |  |
| --- | --- | --- |
| **Name of co-worker** | **Allocated Score** | **Justification of rating** |
| Alana | 4 | Great communication and understanding, she did very well at keeping everyone on track. But she could be a little stubborn at times, she wasn’t very loose her opinions. |
| Craig | 3 | Good understanding, he had a lot to say when it came to presenting his piece of work at the meeting, but he could have contributed a little more. |
| Rickie | 3 | Fast and good worker, always good done what needed to be done on time. But lacks professional communication skills, he didn’t seem very confident with speaking as a chairman. |
| Ian | 3 | Good designs and ideas, a lot of his ideas were implemented into the design of the final version of the webpages, but he didn’t like agreeing on change if he was the initial designer of the product. |
| Gary | 4 | Great leader, Gary always knew the right thing to do if conflict arose within the group, but when it came down to designing and implementation, he didn’t really enforce his opinions. |
| Aaron | 4 | Good with designing and coming up with ideas, designed the first draft of the front page and then continued to bring up ideas at the meeting, but always needed reminding of the deadlines and what was the next step for the project progression. |