FIT3162: Advanced Computer Science Project
Team Management Report
Project Supervisor: Dr. Soon Lay Ki

Group: MCS15
Ooi Yi Sen - 30720699
Chan Wai Han - 31555373
Nawwaf Ali - 31261949
Yeonsoo Kim - 29584612

Table of Contents

1   Overall Team Experience

In this part, we will talk about our project's entire team experience. This includes our team leadership. methodology, task distribution, as well as a reflection of our team management success and challenges

1.1   Team management

Meetings, text-based communication, and project management, are the three major tasks of our team management.

We would always have a weekly meeting between ourselves. We will update each other on our progress throughout our internal meetings to ensure that everyone is on the same page. Section 2 meeting minutes provide the specifics of our meetings. We will report our progress to our supervisor and also receive comments from them during our supervisor meetings.

In addition to all the discord and face-to-face zoom meetings, text-based communication plays a vital role in our team management. Throughout the semester, we communicated with our project supervisor through Slack or Gmail. While we speak with each other internally using Discord or Whatsapp. Because of the enormous amount of emails received by our project supervisor on a daily basis, adopting Slack as our primary means of contact with our supervisors has tremendously enhanced our communication. Internally, we have improved our communication by utilizing WhatsApp because if we forget something we have talked about, we can look back to our earlier texts. Using Whatsapp to communicate considerably reduces the possibility of misunderstanding.

We use a set of tools for managing our tasks and project progress, which are as follows:
1. Work breakdown structure
2. Gantt Chart

In our Project Management Report, we have provided a full description of how we used various project management tools. We utilize these tools to keep each other informed on the current status of each task.

1.2 Allocation of Tasks to Team Members

As demonstrated in Table 1, our team has a clear allocation of roles and responsibilities. Our individual duties are determined by these roles.

Team Member	Roles	Tasks and Responsibilities
Ooi Yi Sen	Project Manager	1. Setup project management tools 2. Keep track of datelines 3. In charge of communicating with the project supervisor 4. Oversee the project documentation preparation 5. Ensures the completion of the project
Chan Wai Han	Technical Lead	1. Lead the technical part of the project 2. Update teammates on the technical progress 3. Oversee all the technical parts of the documentation
Nawwaf Ali	Quality Assurance	1. Performing testing on code 2. Evaluates the code and ensure its correctness 3. Ensure our resources are used efficiently and effectively
Yeonsoo Kim	Quality Assurance	1. Performing testing on code 2. Ensure our resources are used efficiently and effectively 3. Evaluates the code and ensure its correctness

Table 1: Team members' roles and responsibilities

1.3 Reflection of Project Success, Opportunities, and Difficulties

In this section, we will discuss the success or difficulties of our project.

1.3.1 What went well

What worked well for the project team was that we were able to deliver our requirements on time. The project team's two key goals were to allow users to utilize a chatbot to search for information on Covid and to have access to a repository where our users could do self-browsing.

Aside from that, our communication with our teammates has increased with time as we have been more proactive in keeping each other up to date on our current progress. As a way, we were able to avoid any misunderstandings among our team.

1.3.2 Opportunities created

Furthermore, we got several opportunities to learn new things throughout this semester. The first thing our team discovered was how to design and develop a website. We had no prior understanding of HTML or CSS prior to this assignment, so we had to conduct some study to create our website. Our team then had the opportunity to study javascript. We learned that by using javascript we are able to create a responsive chatbot. In addition, we learned how to search for Google Fonts API and import it as the design library for our website.

Also, there were many things we learned while developing the backend. In the meantime, we have dealt with many databases throughout our studies at the University, but we have never handled such large-scale Gigabytes-sized data. The database knowledge we learned in the university was not easily applied to that large data, so we had to study how to handle the large data. As a result, we found that there is a huge difference between small-scale data processing and large-scale data processing, and by studying large-scale data processing, our knowledge of the database has become even more robust.

In addition, since it was the first time that we actually worked with a database that is linked to the front end, we needed to modify the database structure and settings continuously so that the front end can use the database easily. And by repeating those tasks, we learned a lot of knowledge and skills about database maintenance.

1.3.3 Difficulties encountered

The following are the issues that our team encountered:

Poor Planning	We had a lot of assignments from all of the units at the end of the semester, which caused a minor slowdown in our progress as we were striving to make our deadlines.
Technical Difficulties	Because of the pandemic, many of us are forced to work from home, and many technical difficulties, such as a lost or poor internet connection, will hinder our productivity.

1.3.4 Summary

Finally, we may consider our overall team management a success. Despite the fact that we experienced various difficulties over the semester, we were able to overcome them. We also manage to meet all of our primary needs and objectives. Our group also displayed excellent collaboration and communication skills.

2 Meeting minutes

1	**Date and time**
	6/8/2022
	2:00 - 3:00 p.m
	
	Location
	Discord
	
	Meeting attendees
	Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim
	
	Issues encountered
	    1. Could not create a child branch after creating the master branch
	
	Decisions made
	    A. Confirming our Project Management Tool
	    B. Finalizing our development environment
	    C. Finalizing our coding language
	    D. Set up GIT Repository
	
	Task Distribution
	    1. Yi Sen: A,B,C,D
	    2. Wai Han: A,B,C,D
	    3. Yeonsoo Kim: A,B,C,D
	    4. Nawwaf Ali: A,B,C,D
	
	Contribution
	    1. Yi Sen: A,B,C,D
	    2. Wai Han: A,B,C,D
	    3. Yeonsoo Kim: A,B,C,D
	    4. Nawwaf Ali: A,B,C,D

2	**Date and time**
	15/8/2022
	9:00 - 11:00 p.m
	
	Location
	Discord
	
	Meeting attendees
	Yi Sen, Wai Han
	
	Issues encountered
	    1. Unsure about the design of the UI
	    2. Cannot find a suitable template that we can use
	
	Decisions made
	    A. Creating the sketch of the User Interface (UI)
	    B. Start developing the chatbot

	C. Start developing the repository
	
	Task Distribution
	    1. Yi Sen: A,B
	    2. Wai Han: A,C
	
	Contribution
	    1. Yi Sen: A,B
	    2. Wai Han: A,C

3	Date and time
	16/8/2022
	6:00 - 8:00 p.m
	
	Location
	Discord
	
	Meeting attendees
	Nawwaf Ali, Yeonsoo Kim
	
	Issues encountered
	    1. Could not find a suitable SQL server due to IP connection issues
	
	Decisions made
	    A. Gathering the dataset
	    B. Pre-process the dataset into the database
	
	Task Distribution
	    1. Nawwaf Ali: A,B
	    2. Yeonsoo Kim: A,B
	
	Contribution
	    1. Nawwaf Ali: A,B
	    2. Yeonsoo Kim: A,B

4	Date and time
	21/8/2022
	12:00 - 2:00 p.m
	
	Location
	Discord
	
	Meeting attendees
	Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim
	
	Issues encountered
	    1. Our algorithm could not output answers when users query using keywords
	    2. Our database did not include the question statement
	
	Decisions made

	A. Getting the javascript codes to query similar questions with keywords
	B. Project manager delicate the work to each team member for team management report
	
	Task Distribution
	   1. Yi Sen: A,B
	   2. Wai Han: A,B
	   3. Nawwaf Ali: A,B
	   4. Yeonsoo Kim: A,B
	
	Contribution
	   1. Yi Sen: A,B
	   2. Wai Han: A,B
	   3. Nawwaf Ali: A
	   4. Yeonsoo Kim: A

5	Date and time
	28/8/2022
	6:00 - 7:00 p.m
	
	Location
	Discord
	
	Meeting attendees
	Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim
	
	Issues encountered
	   1. No issues encountered
	
	Decisions made
	   A. Each team member prepares their own slides for the interim presentation slides
	
	Task Distribution
	   1. Yi Sen: A
	   2. Wai Han: A
	   3. Nawwaf Ali: A
	   4. Yeonsoo Kim: A
	
	Contribution
	   1. Yi Sen: A
	   2. Wai Han: A
	   3. Nawwaf Ali: A
	   4. Yeonsoo Kim: A

6	Date and time 11/9/2022 4:00 - 6:00 p.m Location Discord

	Meeting attendees Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim **Issues encountered** 1. The content of the dropdown box does not pop up when the user clicks on it 2. The repository could not output all the similar questions **Decisions made** A. Testing all the functionalities of the front end B. Testing all the functionalities of the back end **Task Distribution** 1. Yi Sen: A 2. Wai Han: A 3. Nawwaf Ali: B 4. Yeonsoo Kim: B **Contribution** 1. Yi Sen: A 2. Wai Han: A 3. Nawwaf Ali: B 4. Yeonsoo Kim: B
7	**Date and time** 8/10/2022 9:00 - 10:00 p.m **Location** Discord **Meeting attendees** Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim **Issues encountered** 1. No issues encountered **Decisions made** A. Preparing for the code/software demonstration **Task Distribution** 1. Yi Sen: A 2. Wai Han: A 3. Nawwaf Ali: A 4. Yeonsoo Kim: A **Contribution** 1. Yi Sen: A 2. Wai Han: A 3. Nawwaf Ali: A 4. Yeonsoo Kim: A
8	**Date and time**

	14/10/2022
	8:00 - 11:00 p.m
	
	Location
	Discord
	
	Meeting attendees
	Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim
	
	Issues encountered
	    1. Missed out some key steps in the user guide
	    2. Did not fully cover all the required testing methods
	
	Decisions made
	    A. Completing the User Guide
	    B. Completing the Test Report
	
	Task Distribution
	    1. Yi Sen: A
	    2. Wai Han: A
	    3. Nawwaf Ali: B
	    4. Yeonsoo Kim: B
	
	Contribution
	    1. Yi Sen: A
	    2. Wai Han: A
	    3. Nawwaf Ali: B
	    4. Yeonsoo Kim: B

9	Date and time
	19/10/2022
	8:00 - 10:00 p.m
	
	Location
	Discord
	
	Meeting attendees
	Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim
	
	Issues encountered
	    1. Not issues encountered
	
	Decisions made
	    A. Complete the final presentations slides
	
	Task Distribution
	    1. Yi Sen: A
	    2. Wai Han: A
	    3. Nawwaf Ali: A
	    4. Yeonsoo Kim: A
	
	Contribution

	1. Yi Sen: A 2. Wai Han: A 3. Nawwaf Ali: A 4. Yeonsoo Kim: A

10	<u>Date and time</u>
	21/10/2022
	8:00 - 11:00 p.m
	<u>Location</u>
	Discord
	
	<u>Meeting attendees</u>
	Yi Sen, Wai Han, Nawwaf Ali, Yeonsoo Kim
	
	<u>Issues encountered</u>
	    1. Unsure of what to include for maintainability under the software deliverables
	    2. Unsure of the improvements to include for the updated literature review
	
	<u>Decisions made</u>
	    A. Completing the Team Management Report
	    B. Completing the Final Report
	
	<u>Task Distribution</u>
	    1. Yi Sen: A,B
	    2. Wai Han: A,B
	    3. Nawwaf Ali: A,B
	    4. Yeonsoo Kim: A,B
	<u>Contribution</u>
	    1. Yi Sen: A,B
	    2. Wai Han: A,B
	    3. Nawwaf Ali: A,B
	    4. Yeonsoo Kim: A,B