Personal Reflective report - Rhys Howard Rkh4

The objective of this personal reflective report is to show my involvement within the group project, what my objectives were throughout and how well I completed them, also any issues that arose. It is to also reflect how I feel the group worked together as a whole, and any Issues I had with the team.

Early on in the project I was assigned the role of Quality Assurance (QA) manager;

As such my main role was ensuring that all of the pieces of work completed by the group meet the QA procedures and documents so they may receive the best grade possible. I was also partially responsible for the spell checking documents before submission.

The main issue I found within this project, was improper communication between most of the team, I often was unsure where the team was, what they were doing where I was supposed to be etc. It was not clear when somebody had completed an assigned piece despite having a GitHub repository that everybody could access.

Absences of work from teammates, occasional poor leadership (while sometimes good) people were left out of the project

There were issues with many of the documents, (again communication errors) as people would each do separate parts, and all of the tasks would not always be completed to the required standard. Also in the repository there were often many versions of the same document, with no clear 'latest' document, so this took time to change.

I also created a document template for the team to use for all documents so that they would look the same, and more professional, but pre-submission I would have to modify these documents to match the template.

Team meetings were also an issue often, again due to communication, the meetings were not properly organised, or structured, and were not taken seriously by most

of the team to the point were very little was achieved, also the review meetings would often just be one member checking over the document, then sending to another for confirmation.

I think overall in this project I have performed my job, however I would much prefer to have been a bigger part in many aspects of the project, I was not particularly included in the coding side of this project and would have liked to assist with this. I think the experience of working in a team however is extremely valuable skill in computer science as it will be used regularly in industry.

As a whole I think the team has performed well, we have managed to complete everything required of us, to a good standard. However the actual team-working could have been improved, with both better communication between all members, and better leadership to ensure everybody is clear of the tasks ahead and meeting times.