Software Development Unit 3, 4.1 – 4.4

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# Meeting setup

My colleagues and I have setup a virtual meeting via the software Microsoft Teams. The invite was sent by the tutor, Shafiq. Shafiq also asked the group what topics would be a good topic of conversation and the learners offered some ideas. I offered the topic of Diversity and Inclusion.

## Agenda

* Electric cars
* Google docs
* URL to vision pages
* How to become a good programmer
* How to become a self-employed web developer
* Diversity and Inclusion

## Participants

1. Shafiq Urahman
2. Anna (myself)
3. Harrison Omorodion
4. Jay Kaler
5. Keith Jones
6. Paul Gordon

# 4.1 I can describe rules of engagement for using collaborative technology

There were no specific roles allocated to each participant as this was more of an informal setup. Overall, everyone was welcome to share their ideas. However, there were a few rules that I wanted to demonstrate to assist in having a successful meeting.

* Since there were no specific roles allocated, I wanted to try and encourage everyone to contribute if they have anything they wanted to say.
* I made sure that I was on mute whenever I wasn’t speaking to show respect to the current speaker.
* That I acknowledge everyone’s ideas with respect even though I disagree.
* Avoid or not use vulgar or offensive language at all.
* Follow basic netiquette rules.

# 4.2 I can enable others to contribute responsibly to collaborative tasks

Since it was an open forum, it wasn’t surprising that some had more contribution than others. In general, it’s common to find people who are open, assertive and confident whilst others can be shy and withdrawn. I didn’t particularly want to overpower the conversation, so I only contributed when I knew my comment was valuable and left the other participants to share their thoughts. In addition, I also prompted other participants if they wanted to share their thoughts.

There was a scenario where Shafiq opened the topic, ‘What makes a good Software Developer?’. When there was no response, I’ve referred the question back to Shafiq and said that we would need his expertise to shed light on the matter considering his position as a tutor.

Overall, I believe that I’ve contributed when necessary and also tried to encourage others to share their thoughts.

# 4.3 I can present relevant and valuable information

### Diversity and Inclusion

The most discussed topic was my suggested topic, Diversity and Inclusion (D&I). Since I have interest in the subject, I was able to contribute some insightful and relevant information regarding the topic.

The first subject I wanted to cover was “When does comedy become offensive and discriminatory”. To support this, I mentioned the most recent news on Will Smith slapping Chris Rock in the Oscars. There were a lot of thoughts, and further questions that surfaced, including personal opinions which made for an interesting conversation.

I shared my thoughts and explained that comedy has evolved through the years and with the recent rise of D&I, there are a lot of comedians that are getting ‘cancelled’ because their content is labelled as offensive to other races, disabilities, age, gender, etc. I shared my personal opinion and said that comedians are there to make people laugh, and unfortunately what makes some people laugh are offensive jokes. I explained that I personally will not be offended by a joke a comedian makes, because I know that it’s just their job and people’s sense of humour can vary. However, if a person were to make a personal offensive comment towards me, directly or indirectly, then I will be offended since I was a direct target.

I also added more insight into gender inequality and how things have greatly improved in comparison to the last 30 – 50 years. I explained that back in the 80s, women weren’t allowed to open a bank account on their own without having a male parent, husband or guardian to accompany them. The Suffragettes also needed to fight for women’s rights to vote. Comparing that scenario with what a ‘modern’ woman has now, it is a drastic improvement, and it would be sacrilege to not celebrate these improvements. Although I am highlighting the positive, there is still more improvements to be done, which is also something that Shafiq agrees with.

Overall, the topic had the most interaction and the conversation flowed as participants shared their ideas on the matter. Participants either added more information to a topic I’ve started or I’ve commented and followed through from someone else’s ideas.

### Other topics in the agenda

I briefly touched upon the expectation in become a good software developer. I explained that similar to the comedians that are adjusting to what is politically correct, software developers also need to ensure that they are up to date with new programming languages as technology evolves so quickly.

I have not had any further comments on the other subjects since I didn’t have anything valuable to offer.

# 4.4 I can moderate the use of collaborative technologies

Based on the evidence I’ve raised above; I believe that I’ve demonstrated the ability to moderate the use of collaborative technologies. I’ve prompted others to share and referred to subject matter experts within team as well. At the same time, I’ve also adjusted MS Teams by muting myself when others are speaking to have a better environment within the meeting.

## Screenshots of meeting



