**CS2S567 Professional Practice and Employability:**

**Team Based Software Development Workshop**

**Portfolio 1**

A reflective

**Issue Tracking Portfolio**

Detailing my personal role within my team

**By**

*Connor Haines | 17025931*

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| Team Number | **3** |
| Team Task | Leave Management System |
| Own role(s) and tasks in Team | Role:   * Creator of Portfolio * General Helper * Quality Assurer   Tasks:   * Create Portfolios * Assure Quality * Keep everyone on track * Keep everyone up-to-date |

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| **Weeks 1 & 2** | **Project Setup** | |
|  | **Team**(Done by CH) | **Own** |
| **Issues encountered** | One of the members had unforeseen circumstances and had to leave, this left us with 3 people in our team for the first week. | We were down to 3 members, this stressed me out personally as we had already begun to plan out who was doing what. |
| **Actions** | We had to try to find someone who wasn’t already in a group. This was very difficult as groups were already allocated. | I lead the charge to find a replacement member as quickly as we could. |
| **Outcomes** | During the second week we found someone that wasn’t in during the first week and quickly asked him to join our group. | We found a new member that could join immediately. |
| **Reflection on own issues and actions** | I feel as though we rushed into getting a replacement as we didn’t know if this person was good at the work or if he was going to fit into the team well. | |
| **Evidence of own activities** |  | |

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| **Weeks 3 & 4** | **Project Setup** | |
|  | **Team** (Done by CH) | **Own** |
| **Issues encountered** | Our new member had to be caught up with the work and we had to explain Slack to him, this wasted valuable time. Another member was unable to come to the seminar and so wasn’t sure about what needed to be in our presentation | I had to talk to the new member and ask if we could have a meeting when he was available, it was difficult finding a time where we were both available. I was unable to go the seminar. |
| **Actions** | We had to meet up out-of-hours to discuss where we were and where we wanted to be going. What the new member needed to do and what the member that missed the seminar needed to know. | I was told what had happened in the seminar and we explained what the new member needed to know. |
| **Outcomes** | The new member was caught up to speed and he understood what his role was. The member that missed the seminar was still slightly confused and members of another group explained that they didn’t understand either. | I was still slightly confused about what the presentation should be about as another group told me that it wasn’t explained very well. |
| **Reflection on own issues and actions** | I was slightly upset with myself that I couldn’t make the seminar as I had a family issue but my team did a good job explaining what had been said and tried their best to explain it. | |
| **Evidence of own activities** |  | |

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| **Weeks 5 & 6** | **Project Setup** | |
|  | **Team** (Done by CH) | **Own** |
| **Issues encountered** | We needed to create a presentation about something that we had little to no information on. | I was tasked with creating the presentation whilst my team sent me information that I could use for it. |
| **Actions** | We asked our Boss to inform us on what we needed to do for the presentation. | I got as much information on it as I could (mainly from the handbook on blackboard) and tried to make the PowerPoint. |
| **Outcomes** | She began to tell us what we needed but got sidetracked by someone else asking for help before she finished and therefore, we were not 100% sure. | During the lesson I wrote down the information that she did give us and attempted completing the presentation myself. One of the members of team 2 gave me good advice and I continued. |
| **Reflection on own issues and actions** | Personally, I think given the circumstances I acted reasonably well. I was not completely sure of what I had to do but I made what I was able to and it came out to a good standard. | |
| **Evidence of own activities** | Inserting image... | Presentation semi.pptx is ours. |

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| **Weeks 5 & 6 continued** | **Project Setup** | |
|  | **Team** (Done by CH) | **Own** |
| **Issues encountered** | We realized we had become so busy with the work that we forgot to assign the portfolios to somebody and so began to fall behind. | We had trouble uploading documents to the GitHub. |
| **Actions** | We decided Connor was the person who would update the team portfolios for the first few weeks as he had already written out the first couple of weeks on a notepad. | I questioned the team members that I knew were working on GitHub. |
| **Outcomes** | Connor began writing the portfolios up for weeks 1-6 from his notes and tried to get evidence from the Slack, Trello and other chats. | They told me that they had not fully set up the GitHub repository yet and I would have to wait and save my work elsewhere for the time being. |
| **Reflection on own issues and actions** | During the team issue I felt that I took the challenge head on and just did it. On the personal issue it was that I just needed patience for the other group. | |
| **Evidence of own activities** |  | Image of the Discord Server showing me asking the other team about the GitHub. |

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| **Weeks 7 & 8** | **Project Setup** | |
|  | **Team** (Done by PK) | **Own** |
| **Issues encountered** | We realized that a lot of our work wasn’t getting done in time, so we asked ourselves why and we figured out it was because we were not explicitly dividing the work properly and that confused everybody. | Originally, I was meant to do the presentation on AGILE but I just couldn’t do it, I couldn’t understand what to include in the document and so Cullen offered to do it instead. |
| **Actions** | We gave everyone roles. Cullen became the Scrum Master and Patryk became the Product Owner. Leaving Connor and Daniel to be the Development Team. | It was a big weight off of my shoulders and I was confident as Cullen assured me he could do it. I then took over what Cullen was meant to be doing to make up for it. |
| **Outcomes** | When we divided the roles between us we felt more professional and we felt more inclined to get the work done as we felt like we knew exactly what task we each needed to do. | We swapped tasks and the group moved on quite quickly from that. I understood what his task was, and he understood mine. |
| **Reflection on own issues and actions** | I think we did the right thing by switching tasks as neither of us actually understood our original tasks and we moved on swiftly. | |
| **Evidence of own activities** | Unfortunately, we have no evidence of this activity as it was a quick decision made in one of our face-to-face meetings. | |

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| **Weeks 9 & 10** | **Project Setup** | |
|  | **Team** (Done by PK) | **Own** |
| **Issues encountered** | Cullen did not make the Gantt Chart by the time we asked him to. This put down group morale as we could not move on and continue the portfolio or backlog without it. | I was tasked with creating the presentation Policy Document. However, I had no idea how to begin. |
| **Actions** | We continued to ask him to pull his weight in the group but struggled to get him to complete and send the document for Patryk to use in the Portfolio. | I asked my Boss how to begin the Policy document and they explained briefly and they showed me a website to go on but they had to leave and I couldn’t find the website a second time. |
| **Outcomes** | He assured us that it would be done in time for when the Portfolios would get seen by our Boss but has yet to send it. It will be in the Evidence section if we receive it. | I’m still confused about how to do the Policy Document, but I have started it and I am researching myself. |
| **Reflection on own issues and actions** | I wish I asked about the policy document a lot sooner than I did. I am not sure how to do it and I will have to ask my peers. | |
| **Evidence of own activities** |  | Email to our Boss.  Image of Gantt Chart. |

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| **Weeks 11 & 12** | **Project Setup** | |
|  | **Team** (Done by PK) | **Own** |
| **Issues encountered** | We really didn’t run in to any issues between weeks 11/12 as it was coming to our Holiday Break and so we made sure we ended exactly where we wanted to be in terms of work. So that we didn’t have to meet during week 12. Our only issue was that the Gantt chart was still not done. Over the Holidays we continued to ask Cullen for the Gantt Chart and he told us he had finished it, but it was in the computer in Uni. | I tried to convince one of the Group Members to go to the Workplace during the Holiday Break to get the Gantt Chart, but no one was willing. |
| **Actions** | There was nothing we could really do, we just had to wait until the Holiday Break was over and then get the Gantt Chart from Cullen. | I had to wait until the day we got back before I could check the Gantt Chart over and make sure that it was what we needed. |
| **Outcomes** | When we got back the first thing Cullen did was send the Gantt Chart to the GitHub and to the Group Chat. This also helped us figure out what tasks we needed to get done in the near future. | We eventually got the Gantt Chart and we got caught up with our work. This boosted team morale. |
| **Reflection on own issues and actions** | There was not much to reflect on as all I had to do was wait. I wish I went to the Workplace but I live the furthest away and I was unable to get there. | |
| **Evidence of own activities** |  | Image of Cullen sending the Gantt Chart to the Group Chat. |

**CS2S567 Professional Practice and Employability:**

**Team Based Software Development Workshop**

**Portfolio 2**

A reflective

**Quality Assurance Portfolio**

Detailing my personal role within my team

**By**

*Connor Haines | 17025931*

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| Team Number | **3** |
| Team Task | Leave Management System |
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# Weeks 4&5 -------------------------------------------- PG. 12

# Weeks 6&7 -------------------------------------------- PG. 13

# Weeks 8&9 -------------------------------------------- PG. 14

# Weeks 10&11 ----------------------------------------- PG. 15

# Week 12 ------------------------------------------- PG. 16

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| Weeks 4 & 5 | **Project Setup** | |
|  | **Team** (Made by CH) | **Own** |
| **Activities undertaken** | The team started creating the database template to prepare for the information about the staff. | I, alongside my team, created a template for the database. Naming the table and figuring out what columns were needed. |
| **Outcome of QA activities** | The creation of the template of the database caused us to understand what information would be included in the spreadsheet (which would then be moved to the database). | Through this exercise, I began to understand what was going to be needed of me during the next stage of this project. |
| **Activities resulting from QA process** | We split up the tasks to create the code for the database, code the GUI and to begin filling the spreadsheet with data. | I got tasked with helping out coding for the database. Between me and Daniel we figured out how we were going make sure the quality of the code was going to be good. |
| **Personal QA development** | I had never used SQL before and because of that I had to research into the Syntax of SQL and how it can be used with Excel and SQLite. | |
| **Evidence of own activities** | Role division on Trello. | |

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| Weeks 6 & 7 | **Project Setup** | |
|  | **Team**(Made by CH) | **Own** |
| **Activities undertaken** | During these weeks, production on the Database slowed down as we had a presentation to create and we all chipped in to help. Except Daniel as we asked him personally to continue working on the code for the Database. | I had to research about the SCRUM methodology and explain why this was useful within this project and find out the pros and cons. This helped me ensure the quality of the presentation as I know that the information that was included was accurate and important. |
| **Outcome of QA activities** | The presentation was finished half way through week 7 and was immediately sent to our Boss. This presentation was on AGILE and included information on the SCRUM methodology. We needed to ensure that our information was correct as we were showing this to a lot of people. | I sent Cullen my notes on the SCRUM method and he made a few changes to make sure that it fit the flow of the presentation and then sent it to us each of the members separately so we could look over it and make sure we didn’t want to make any changes before he sent it to the Boss. |
| **Activities resulting from QA process** | Whilst researching for this presentation we learned a lot ourselves about AGILE methods and their sub-methods. This helped us think about how to improve the way we were going around creating the Database. | Researching about the Methodology and learning the right way to go around creating the GUI and the Database started me thinking and I began writing down changes we could make. |
| **Personal QA development** | I personally felt as though my quality assurance was getting better every week as I had consistently been researching how things were actually meant to be done and the methods that go along with them. | |
| **Evidence of own activities** | Ours is week 7. | |

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| Weeks 8 & 9 | **Project Setup** | |
|  | **Team**(Made by CH) | **Own** |
| **Activities undertaken** | Patryk had finished his prototype of the GUI and was asking us to test it to see what needed to be done. | Cullen, Daniel and I had to inspect every partition of the GUI to find out if there were any issues that could occur when the users are using it. |
| **Outcome of QA activities** | We found that one of the methods in the code using the TKinter package kept crashing the GUI whenever we would click insert with a character that wasn’t expected. | We came across a bug that would crash whenever we tried to insert a character that it wasn’t expecting. For example, an “@” symbol when they were asking for a phone number. |
| **Activities resulting from QA process** | From this, Patryk felt it was an easy enough fix and did it that day. We then tested it again and the problem was fixed. | We then reported back to Patryk the issues that we found and he fixed it extremely hastily. It was impressive. |
| **Personal QA development** | I feel as though I hit a plateau in terms of developing my QA skills. I don’t know how to develop my skills from where they are already. I will need to research how else to better assure the quality of the work we are doing. | |
| **Evidence of own activities** | This is an image of the prototype GUI. | |

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| Weeks 10 & 11 | **Project Setup** | |
|  | **Team**(Made by PK) | **Own** |
| **Activities undertaken** | We decided to create the Policy Document that would be displayed when the user hit the button to read the terms and conditions. This was Connors Task. | I was tasked with creating a Policy Document that would be accessible via our program. When I completed it I sent it to the other group members to see what advice they could give me. |
| **Outcome of QA activities** | Once it was complete he sent it to us so we could make sure it was correct ethically and fit within the use of our system as we would not want policies that didn’t matter to our system being used. | They read through it and gave me very positive feedback. They also gave me constructive criticism and told me what I could change and improve upon. |
| **Activities resulting from QA process** | We found that he had used a policy that we irrelevant to the system that we were making and suggested changing to a better fitting law/policy. | I changed the policy that was irrelevant and found a better fitting law that makes more sense to include in the Policy Document. This seemed to finish off the Policy Document and that meant we could add it to the GUI. |
| **Personal QA development** | I researched for more QA methods and I tried a few whilst I was making my Policy Document, that is why I only made one mistake whilst making it. | |
| **Evidence of own activities** | C:\Users\Connor\Downloads\49864443_1594263070707506_6009758428019294208_n.png  Me sending the Policy Document to the Group. | |

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| Week 12 | **Project Setup** | |
|  | **Team**(Made by PK) | **Own** |
| **Activities undertaken** | All progress halted this week as we had another, bigger project due in and it was our last week before Holiday Break. Unfortunately, that means Quality assurance wasn’t really used. | During this week I did not make any progress as I was focusing on a bigger and more worrying project with a deadline looming over me. |
| **Outcome of QA activities** | We did not use QA this week as we did not make much progress on the Project this week. | I did not use any QA this week as I did not make any progress on the Project this week. |
| **Activities resulting from QA process** | We got the other Projects in on time and with great success. | I got the other Projects in on time and with great success. |
| **Personal QA development** | Personally, I am a little disappointed with myself that I did not make any progress with the project but I know that in the long run I made the right decision as I managed to complete the other Project to a high standard. | |
| **Evidence of own activities** | As we did not use QA this week there is an unfortunate lack of evidence to show. | |