

# FiscoChat Individual Contribution

## Individual Contributions:

During this period, I took ownership of several key tasks and responsibilities that were critical to the progress of the project.

- **Product Requirements Document ([PRD Document](#))**

I conducted research on how to write effective product requirements, drafted the initial version, and shared it with Francesco Pasini (Fiscozen Head of Finance and Data Analysis) for feedback. This document served as the foundation for the team's understanding of the project scope and requirements, ensuring alignment with Fiscozen's expectations.

- **Project proposal process ([Proposal Document](#))**

I prepared the initial presentation for the project proposal and collaborated with Sofia Vitorica to develop a detailed document outlining our proposal, including hypothetical deadlines. This effort helped the team present a clear and structured plan to the class and project liaisons, which was well-received during the presentation on January 27th.

- **UI design drafts ([PRD Document](#) (Page 6))**

I developed four different drafts of the user interface, which provided the team and Fiscozen with multiple options to review and discuss. This proactive approach allowed us to quickly converge on a preferred design direction during the PRD review meeting on January 31st.

- **FiscoChat V1 Planning ([MVP Document](#))**

This plan outlined the steps we would take to develop the first Minimum Viable Product, ensuring that the team had a clear roadmap to follow. My ability to synthesize complex ideas into actionable steps helped the team stay focused and aligned.

## Building on the Work of Others

Throughout this period, I actively built upon the work of my colleagues to enhance the overall quality and effectiveness of our outputs.

- **PRD review process**

I integrated feedback from both the team and Fiscozen to refine the document. This collaborative approach ensured that the final PRD addressed all concerns and aligned with the stakeholders' expectations.

- **Data collection phase ([Notebook](#))**

Gloria Paraschivoiu (Data Scientist) was using Argilla, a tool for data extrapolation, and I spent several hours assisting her with coding and debugging. By leveraging her expertise in data science and combining it with my technical skills, we were able to streamline the data collection process, which significantly improved the efficiency of this phase.

- **UI design review**

I utilized Francesco Pasini's feedback to refine the drafts and select the most viable option. This iterative process of incorporating feedback from colleagues ensured that the final design was both user-friendly and aligned with the project's goals.

## **Supporting Others**

I actively supported my team members in various ways, contributing to the overall success of the project.

- **Project Proposal Document Formulation**

Additionally, I worked closely with Sofia Vitorica to prepare the detailed project proposal document. By sharing my insights and providing feedback on her work, I helped ensure that the document was comprehensive and well-structured. This collaboration was instrumental in securing stakeholder buy-in during the proposal presentation.

- **Data collection phase**

One notable example was my collaboration with Gloria Paraschivoiu (Data Scientist) during the data collection phase. I spent a total of four hours assisting her with using Argilla, a tool for data extrapolation. This hands-on support not only helped Gloria overcome technical challenges but also accelerated the data collection process, which was critical for the project's progress.

- **Presentation V1 to Fiscozen**

Supported Laura Cuellar (Data Engineer) during the V1 product presentation to Fiscozen. Together, we presented the initial version of the product, addressed questions, and gathered valuable feedback. My ability to clearly communicate the product's features and future roadmap helped build confidence among the stakeholders.

## **Areas for Improvement**

While I made several meaningful contributions during this period, there are areas where my performance could have been stronger.

- **Time management**

At times, I found myself spending more time than necessary on certain tasks, such as the UI design drafts, which could have been streamlined. In the future, I can improve by setting stricter time limits for each task and prioritizing more effectively.

- **Delegation**

While I was proactive in taking on tasks, I could have delegated more responsibilities to team members, especially during the data collection phase. By empowering others to take ownership of specific tasks, I could have freed up more time to focus on higher-level strategic planning.

## Activity Log:

Date	Title	Description	Time Taken
16/01/25	First meeting	Met with Alessandro Tezza (Product Manager in Fiscozen) asked if they were interested in handing us the project	30 min
17/01/25	Second Meeting	Met with Alessandro Tezza & Francesco Pasini (Head of Finance and Data Analysis) to further discuss data privacy concerns	30 min
24/01/25	Clarification Meeting	Further discussed with Francesco Pasini and Aina Belloni (Data Scientist) clarifications on the project, set a slack channel and set a weekly meeting	45 min
25/01/25	Project Proposal Presentation	Made the presentation for the project proposal.	40 min
25/01/25	Product Requirements First Draft	Did some research on how to write Product Requirements, made a first draft and sent it to Francesco Pasini for feedback	1hr 30mins
26/01/25	Project Proposal Presentation Document	Met with Sofia Vitorica to prepare a detailed document on our project proposal and make a hypothetical deadline	45 mins
27/01/25	Proposal Presentation	Presented the project proposal in class	20 min
30/01/25	UI Design Draft	Made 4 drafts of the User Interface so that when reviewing with Francesco Pasini we have a few options.	30 min
30/01/25	Team PRD Review	Met up with the team and spent an hour going through the first draft of PRD before going over them with Fiscozen.	1 hr
31/01/25	PRD Review with Fiscozen	Reviewed the first draft of the document, clarified some questions that came up during the team meeting and chose a UI to follow	1 hr
05/02/25	MVP Plan	Drafted and met up with the team to explain how we would move forward to develop the first MVP.	30 min
20/02/25	Data Collection	Spent some time helping Gloria Paraschivoiu (Data Scientist) using Argilla, a tool to extrapolate data from websites. We coded	3 hrs

		and debugged together!	
21/02/25	Data Collection	Spent some more time helping Gloria Paraschivoiu (Data Scientist) using Argilla, a tool to extrapolate data from websites.	1 hrs
21/02/25	Product V1 Presentation to Fiscozen	Laura Cuellar (Data Engineer) and myself presented to Fiscozen V1 of the product looking to get feedback, answer any questions they might have and discussing how to move forward	1 hrs
22/02/25	Meeting with the Team to discuss V2	Met up with Gloria, Sofia and Laura to discuss how to proceed on V2 of the project	20 min