Individual Project Report

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| Your Name: | ZHOU ZHE |
| Certificate: | Graduate Certificate in Intelligent Software Agents – IPA project |

# 1. Your personal contribution to the project.

# Project Initialization: As an active teamwork player, I had the regular meeting and discussion with teammate for sharing ideas to determine what type of projects we can research and implement. In the early stage of project, I had shared my idea what kind of features could be considered as intelligent and how should we implement it. In the end, we concluded the feasibility of implementing this project of doing Name Recorder Automation after analyzing important key points like reducing repetitive tasks, automated sub-tasks without human interaction during audio file post processing as well as the real business value that could help RP staffs to prepare optimal audio file in more effective and consistent way.

* Project Management: As we have a clear goal with regular discussion to track our project progress. I would actively share and follow up individual progress in order to know what stage we are doing in order to more effectively handle multiple projects. As a part of potential risk control, it helps us to avoid project delivery issue in order to handle other urgent tasks and gives us confidence level to commit ourselves for the final delivery.
* System Implementation: I worked on project requirement analysis, planning, design, preparation and feature implementation and so on. I was responsible for implementing audio file post processing such as audio noise removal, normalizing an audio file and detecting and adjecting pre- and post-audio silence to 0.5 seconds. Besides of actual implementation, I had written the project report to comprehensively describe our project and how is it constructed in details and also written user guide that will helps new user to easily and quickly setup the workplace environment of using Name Recorder Automation system.

# 2. What you have learnt from the project.

# Time Management and Knowledge Sharing: I have learnt the lessons on how the time management is important when we are handling multiple projects there are similar delivery deadline as well as preparing the final examination. To prioritize our work that was helping me to handle multi-tasks. In the meanwhile, the team meeting sharing session that is important the right project direction need to be addressed and followed up.

# Project Management: I have learnt the importance of the project planning at early stage where each team member could have a clear understanding of the project scope. And also, I learnt from project we should break the big tasks into small actionable steps with a clear timeline, which each team member could take an action quickly and feel a good accomplishment. The regular meeting is also most important that not only allow us to get in touch on a regular basis, but also help us to track the progress and reveal the potential risk as early as possible. Mostly I can learn the knowledge from teammate along the full project life cycle.

# System Implementation: I have learnt how audio file can be processed, detected and optimized etc. and used in our Name Recorder Automation system. As well as I learnt how the full flow of implementing bespoke intelligent software agent to deliver the final system. I learnt from how to utilizing various great tools and libraries to solve technical problems and perform valuable tasks for us.

# 3. How you can apply this in future work-related projects.

Worked through this IPA project that gives me a wide range of IPA techniques on how to implement a hand-on IPA tools and product from scratch.

I would like to apply IPA techniques onto employee expense claim automation, which will be very useful for employee to save time by automating of expense bill claim on a regular basis. Employee has more time to focus on talent tasks by reducing those repetitive tasks.