SIT378
Team Project (B)

Learning Summary Report

JIAYU HAN
219081116
hanjia@deakin.edu.au

Self-Assessment Details
The following checklists provide an overview of my self-assessment for this unit.

Self-Assessment	Pass (D)	Credit (C)	Distinction (B)	High Distinction (A)
Self-Assessment				✓

Self-Assessment Statement

Declaration

I declare that this portfolio presents <u>my individual contributions</u> to the outcomes achieved by my Squad as well as my personal submissions. I have <u>not copied</u> from any other student's work or from any other source except where due acknowledgment is made explicitly in the text, nor has any part of this submission been written for me by another person.

Signature: **JIAYU HAN**

Reflection on completed project work

This portfolio includes work that demonstrates that I have achieved all assessment criteria for SIT378 (Team Project (B)) to a HD level.

As a senior student and team leader of this project, I have contributed a lot in terms of mentoring, technical development, product delivery and team management. In terms of Basic criteria (BasicEvidence1, BasicEvidence2) I attended all meetings and have conducted self in a professional and respectful manner through whole project no matter during discussion with teammates or client meetings. I have helped progress all tasks and collaborates with others well. In each meeting, I actively involved in team activities and planned future activities after studio session every week.

As for core criteria (CoreEvidence1, CoreEvidence2), I have an outstanding engagement with our client to clarify current sprint progress or deliverables. In teamwork skills, I have actively communicated with teammates and made sure everyone is getting involved as well as acknowledged the progress of our project. I demonstrated ability to effectively follow team process, having consistent and sustained contributions towards multiple project deliverables. I have done a lot in web application and Android application development. My IT skills were improved after up-skilling and put to use on our project. Relevant knowledge of my major was taken in practice in deliverables of products.

Regarding advanced criteria (AdvancedEvidence1, AdvanceEvidence2, AdvancedEvidence3), I identified my own and teammates' strengths and weaknesses to assign tasks according to everyone's ability and skills. I took great initiative throughout the whole process especially as a team leader, taking big responsibility on delegating, executing prioritizing and monitoring activities in whole team. During one-to-one communication with junior students, I have uploaded guide documents for mentoring the usage of web host and also taught them on pushing code onto BitBucket. I leaded them to prepare for becoming senior students and successful mentors for next trimester.

Meeting of Unit Learning Outcomes (ULOs)

ULO and Related GLO are demonstrated by Learning Examples in the form below.

ULO	Respective GLO	Learning Examples
ULO1	GLO1: Discipline-specific knowledge GLO2: Communication GLO3: Digital literacy GLO7: Teamwork GLO8: Global citizenship	During whole project, I have acted professionally in all meetings and conducting project deliverables. I have contributed in Android and Web development a lot. I applied consistent participation, effective communication and adherence to ethical code of conduct as a member of IT team. I cooperate well with all teammates and provided feedback to each other when needed. Also I gave used communication tools (Microsoft Team and Trello) to manage team and disseminate information well.
ULO2	GLO1: Discipline-specific knowledge GLO4: Critical thinking GLO5: Problem Solving	As a team leader, I demonstrate IT knowledge and application of techniques to define scope, break down tasks, manage risks and schedule resources in the planning of a project. In each meeting, every member needed to speak out their weekly progress. After that, I 'll identify whole progress and start to planning our goal in next week. This enabled me with critical thinking and problem-solving skills.
ULO3	GLO1: Discipline-specific knowledge GLO3: Digital literacy GLO5: Problem Solving GLO7: Teamwork	I applied contemporary IT methods tools like BitBucket and techniques like javascript and java to contribute to the project and meet project stakeholders' needs. Our team updated and shared our code on sourcetree so everyone can get the latest version of project files. We also discuss with client regarding technical issue to figure out how to address the problem regarding satisfy required features.
ULO4	GLO1: Discipline-specific knowledge GLO2: Communication GLO4: Critical thinking	I conducted analysis and wrote report regarding achieving client's requirements on features relevant to my studied discipline area within IT project. Team discussed implications for project direction in studio session.
ULO5	GLO6: Self-management GLO8: Global citizenship	After each sprint, I reflected on myself and managed my own time, processes by reviewing personal performance. I wrote self-reflection report and uploaded on MsTeam after each iteration.

Lessons Learnt - Individual

The most important things I learnt:

My main role of this project is team leader. Not only have I enhanced my IT skills and coding techniques, but I also learn more about team management, project conducting, mentoring in communication tools and using professional code sharing platform (SourceTree and Github). In terms of communication and leadership, I have greatly improved on these two aspects especially after guiding a large team this time. In the first iteration, I did not do well on hosting meetings/studio session. However, after frequently pushed teammates to participate within discussion, our meetings went very efficiently and smoothly. During each meeting everyone should report what their progress in previous week and plan what they are going to do next week. I would check everyone's progress and find the right direction towards a good deliverables by summarize overall progress of team.

I feel I learnt these topics, concepts, and/or tools really well:

I have great confidence in using MsTeam as professional communication tool under IT context and BitBucket to share code within team for good cooperation. My Android development troubleshooting skill is enhanced a lot. Also, my communication and management skills as a team leader of a IT team have a considerable progress after leading this big team. I can now find my own way to lead team conversation and working progress to a decent deliverable. Moreover, direct client communication has equipped me with a good level of professional communication ability on IT discipline.

I found the following topics particularly challenging:

The most challenging issue I faced was to get everyone in team highly involved. Although most of our teammates have a good amount of contribution and enough active participation during meetings, there were still some people lacking of communication and sometimes lost project progress. Apart from that, from technical perspective, not enough members have specific development skills like IOS development. Many of us are also in shortage of experience in cross-platform development, which leaded to two more products needed developing to satisfy client's requirement.

I found the following aspects particularly interesting:

Due to COVID-19 pandemic, all team members were working from home and joined meeting online. Sometimes it was interesting to see we are involving from "cloud" and participated in development by sharing our faces online during discussion. We can share our screens and show each member working progress to provide feedback. Moreover, the process of teamwork is enjoyable as most our teammates are positive and nice.

I still need to work on the following areas:

As I have developed a lot in my management skill, professional working experience and leadership under IT discipline. I still need to gain more experience especially on more complex project to enable myself with more confidence on problem solving for future career. Meanwhile, my cooperation skill needs to adjust when facing with different teammates. I need to ensure we are working on the same page and deliver what are expected by stakeholders.

The things that helped me most were:

The most helpful technical resources for me are Github and Stack Overflow where developers share their code and provide their solution to any IT problems. Trello boards is helpful but an efficient communication during meeting is more important. If everyone is clear about what they are planning to do next sprint, we can summarize all task in Trello board instead of using traditional office documents to arrange tasks.

If I did the project unit again, I would do the following things differently:

I will adjust my leadership style if I would do this project again. My ability of hosting meeting as a scheduler of project should be more confident and straightforward. I would also encourage some of my teammates to be more participative and engaging.