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| **Team Student Number Name Primary Role Secondary Role**  DTJE **|** D23125488 **|** Enrique J. **|** QA and Records **|** Frontend |
| **Week 1 (**dates: 6/10/2023**)**  **Your Activities:** attended global classroom lecture, was late due to paperwork problems  **Collaborations:** Not applicable  **Learning:** Investigated upon the class, started planning my timetable based on approximations.  **Reflection(s):**  I should have seen that this assignment would take more time, but my  timetable has been adeptly modified to reflect the issue. |
| **Week 2 (**7/10/2023 - 14/10/2023 **)**  **Your Activities:** I was put into a team a bit behind schedule. Assisted our first team meeting and helped organise the roles that each team member would take, and gave ideas and insight upon relevant details.  **Collaborations:** Created with my colleagues the team charter document. Reassigned the roles and created the document schematic we would follow. Logged all reunions, meetings and presentations.  Created GitHub repository for the team.  **Learning:** Learned about the interests and abilities of my colleagues, as well as how to redact a diary/log of meetings efficiently.  **Reflection(s):** Our presentation was a bit lacklustre, but keeping in mind that my colleagues and I were introduced to each other the day before and all that it entailed it went pretty good. |
| **Week 3 (**15/10/2023 - 19/10/2023**)**  **Your Activities:** Started having serious meetings, both on Monday with my team, Tuesday with our client and Thursday with our mentor. Started work on our GitHub issues, which I taught my team how to use.  **Collaborations:** Created the sequence diagrams for both matching and messaging. Created the GitHub issues page with guidelines to follow and labels to use. Implemented a webhook into our Discord server to notify members about GitHub issues updates.  **Learning:** I learnt how to create sequence diagrams, which I think will be a valuable ability to have in the future, as well as to create a webhook to integrate GitHub notifications in Discord |

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| servers.  **Reflection(s):** This has been the first “work” week and the only thing I can say is that we’re off to a very good start! |
| **Week 4 (**20/10/2023 - 27/10/2023**)**  **Your Activities:**  During Week 4, I dedicated a significant portion of my time to various tasks related to our dating app project. The breakdown of my weekly activities is as follows:  Recordkeeping (UI-related): Worked on maintaining detailed records of project-related information, progress, and decisions. This involved organizing and updating project documentation, which contributed to a better understanding of our workflow. (4 hours)  UI Development: Collaborated with team members on UI discussions and contributed to the initial stages of UI development. This included sketching wireframes and discussing design elements. (6 hours)  Weekly Total Hours: 10 hours  **Collaborations:**  Collaborative efforts were crucial to our project's success. This week, I actively engaged in team interactions and skill sharing:   * **Team Interactions:** Participated in team discussions regarding UI and database structures. Shared insights and ideas on design choices, ensuring a collaborative approach to decision-making. * **One-to-One with Colleagues:** Held one-on-one discussions with team members to address specific concerns and offer support. This facilitated a more personalized approach to problem-solving. * **Communication Strengths/Weaknesses:** Overall, team communications strengthened as we progressed. Regular updates and open discussions contributed to a positive working environment. However, areas for improvement include more streamlined communication channels and ensuring all team members are consistently engaged.   **Learning:**  As part of my learning objectives, I focused on refreshing older skills and gaining new insights:   * **Refreshment of Skills:** Reviewed and refreshed UI design principles to contribute effectively to the ongoing development.   **Reflection(s):Team Performance:**   * **Rating:** Overall, the team performance has been commendable. Each member has diligently fulfilled their assigned tasks, contributing to the steady progress of the project. * **Areas for Improvement:** While our collaboration has been positive, we can improve in terms of more efficient communication channels and ensuring everyone is equally involved.   Progress on Personal Goals:   * **Personal Goals:** Reflecting on personal goals set for the module, progress has been satisfactory, |
| **Week 5 (**28/10/2023 - 4/11/2023**)**  **Your Activities:**  Unfortunately, during Week 5, I faced health challenges, limiting my ability to actively participate in project activities. My focus was primarily on recovery, resulting in minimal contributions to databases and frontend development.   * **Health Recovery:** Dedicated time to recuperation and ensuring a full recovery for reintegration into the project.   **Collaborations:**  Collaborative efforts were hindered due to my absence, and direct interactions were limited. However, I stayed in communication with the team to remain informed about ongoing developments.   * **Team Updates:** Regularly communicated with team members to stay informed about progress and changes in the project.   **Learning:**  The learning aspect was somewhat subdued during Week 5 due to health constraints. However, I remained attentive to project updates to stay informed.  **Reflection(s):**  Challenges Faced and Remedies:   * **Challenges:** Health issues significantly impacted my ability to contribute to the project during Week 5. * **Remedies:** To address this setback, I plan to review the progress made during Week 5, catch up on missed tasks, and collaborate closely with team members in Week 6.   Role Development:   * **Role Impact:** The illness affected my active participation, but I aim to bounce back in Week 6 and reassert my role in recordkeeping and UI development. |
| **Week 6 (**5/11/2023 - 6/11/2023**)**  **Your Activities:**  Activities:   * **Catch-Up Tasks:** Devoted time to catching up on missed tasks from Week 5, collaborating closely with colleagues to integrate seamlessly back into the project. * **UI Development:** Resumed active participation in UI development, building upon discussions from Week 4 and incorporating feedback from the team. * **Recordkeeping:** Continued maintaining detailed records, ensuring that project documentation remains up-to-date. * Weekly Total Hours: 12 hours   **Collaborations:**   * **Team Collaboration:** Actively collaborated with team members on ongoing UI discussions, database development, and frontend coding. * **Feedback Integration:** Engaged in discussions with colleagues to incorporate feedback and refine UI elements for better alignment with project goals. * **Communication Enhancements:** Proposed improvements to communication channels to ensure more effective collaboration, especially in remote work scenarios.   **Learning:**  **Knowledge Integration:** Incorporated new insights gained during the catch-up phase to enhance contributions to ongoing project development.  **Reflection(s):**  Challenges Faced and Remedies:   * **Challenge Resolution:** The catch-up phase in Week 6 helped mitigate the impact of the health-related setback. Remaining diligent in task management facilitated a smoother transition back into active participation.   Role Development:   * **Reassertion of Role:** Successfully reasserted my role in recordkeeping and UI development, making substantial contributions to project progress.   Team Performance:   * **Performance Assessment:** The team demonstrated resilience and adaptability in accommodating the challenges faced during Week 5. Collaboration and communication efforts improved, contributing to enhanced overall performance. * **Areas for Continuous Improvement:** Despite positive strides, continuous efforts will be made to streamline communication channels further and ensure equitable participation from all team members. We also must focus more on our presentations: while development is a priority, we must learn how to communicate our efforts in our presentations in a dynamic and engaging way.   Progress on Personal Goals:   * **Personal Growth:** Reflecting on personal goals, the setbacks in Week 5 served as a learning experience. Moving forward, I aim to maintain a balance between personal well-being and project commitments. |
| **Week 7 ()**  **Your Activities:**  **Collaborations:**  **Learning:**  **Reflection(s):** |
| **Week 8 ()**  **Your Activities:**  **Collaborations:**  **Learning:**  **Reflection(s):** |

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| **Week 9 ()**  **Your Activities:**  **Collaborations:**  **Learning:**  **Reflection(s):** |
| **Week 10 ()**  **Your Activities:**  **Collaborations:**  **Learning:**  **Reflection(s):** |