



Individual Report

James Oatley

1 Job Role

1.1 Description

The documentations manager was tasked with looking after the company documentation, writing general sections of reports, compiling reports together, ensuring hand-in deadlines were met and reviewing important documents given to the company externally. The role required time spent with Ankita (project manager) and Max (deputy project manager) to review the work of the group.

Specifically the documentations manager had to: take minutes in meetings and store them for reference, create templates and ensure they were adhered to, work with Max to review documents, compilation of document material and review work undertaken by Ankita and Max.

2 Work Carried Out

2.1 Deliverables from Metrics

2.1.1 Client Requirements Clarity

The documentations manager created an outsourcing agreement with Prakruti (finance) to inform the client about Spoons requirements. A complete HTML tour document was written by the documentations manager and documents compiled for the tour with Max. Documents were all formatted according to company guidelines. Documents handed over from the client were reviewed and information conveyed to the group.

2.1.2 PWS and Contractual Work

The documentations manager attended the first PWS meeting and reviewed coding standards relating to the PWS.

Contractual documents were made for outsourcing work.

2.1.3 Complete Specification

Regular management meetings were held, with minutes taken, to review the progress of the project comparing requirements to current specifications.

2.1.4 Software and Business Plan Clarity

Dedicated time given for finance and software meetings. Evidence in meeting minutes.

2.1.5 Deadlines Met

The documentations manager ensured that he could review documents the day before the deadline and hand them over externally if required.

2.1.6 Weekly Managers Review

Management meetings were held with minutes taken.

2.1.7 Documentation Completed and Up to Standard

Created a template for people to follow near the beginning of the project and formatted incorrectly formatted documents as they cropped up. All hand-in deadlines met with documentation up to standard. Minutes were taken at all but two meetings by the documentations manager. The QA manual was formatted, work compiled from contributions and general sections filled out by the documentations manager.

2.2 Additional Work

Additional work undertaken by the documentations manager included;

- All background images (slides, main screen, shopping list, recipe book) and bottom row main menu icons for eCook
- Marketing speech in sales presentation, a small amount of the content was originally from Zayyad (marketing)
- Minor coding: Fixed issue with Max so that we were following PWS, added error handling to XML parser, bug fixes in many classes (logged on JIRA – some with Prakruti)
- Pair programmed packages (class and test class) with Prakruti:
 - filebrowser: wrote code to open up a file browser window on top of any other open window with logic to ensure .xml opened only. Wrote test class
 - xmlvalidation; wrote code to ensure that an .xml file has been opened, it meets .xml 1.1 standards with no errors, and that all “required” PWS fields existed within the XML file. Wrote ten broken XML files and tested to ensure specific errors were picked up
 - xmlrecipescaler: wrote code to scale and then centre all media elements within a slideshow upon loading the slideshow to ensure they always appear as required on any resolution; a test class was written and then an additional test added by Paul after explaining the algorithm to him
- Pair programmed classes: slideshow.java (“display a slide” with Paul (utilities)), ingredients.java (“update ingredients for n-guests” with Sam)
- Other pair programming: Overhauled GUI (gui package) in week 7 with Ankita to remove a plethora of bugs and add new functionality; this also involved re-factoring confusing code, picked up other general bug fixes with Ankita due to a lack of work from other group members exam period
- Individual: media content file path handling (relative paths made absolute and all content, online and offline, checked for existence before running slideshow), ability to check all XML recipe (slideshow) files on eCook loading for online content which has not already been downloaded, any online content can be downloaded at the users request in the background while eCook runs

and made local for future use. Wrote the entirety of the class and test class in `xmlfilepathhandler` package

3 Conclusion

3.1 Self-Critique

I always tried my hardest to be a team player. I would fill in gaps for the group where possible and made sure that I could rely on others for content or guidance when I knew I may require it. Consistently reviewing the documentation was a tricky role and required much self-motivation, as it stands every document complies with company policy. All deadlines were met with good quality documentation.

Minutes were taken in all meetings using a format that was not overly serious or complicated but allowed us as a group to look back on past achievements and future action points. The minutes also reviewed key points spoken within the meetings; some of the more valuable group members obviously made use of these minutes for reference.

Within the summer term I tried to make myself as valuable as possible to other team members. From week 6 to week 8 Ankita and I picked up nearly all of the remaining, and somewhat undesirable, JIRA tickets to help ease the software teams' work with refactoring media handlers.

I was unhappy about the lack of coding I felt I could get involved with in the first term. We had a group review of how confident we felt we were with Java and having done a lot of c-programming in and outside of University I didn't feel like my Java skills were quite up to scratch. This decision may have been the reason I ended up with a lot of easy coding. I would not make the same mistake next time; in summer term I took on some huge coding tasks that others said were maybe too "time consuming" and completed all of them either in a pair with Prakruti or Ankita or individually.

I feel that my time management skills have benefitted the most from SWEng. Throughout exam period I was still able to contribute to the project and help other group members.

3.2 Evaluation of Contribution

The documentations manager has done well at meeting the responsibilities outlined in his job description. Furthermore the documentations manager has been involved with finance, marketing, software and management roles throughout the duration of the project.

When submitting work to the group repository the documentations manager took the responsibility to ensure it was always completed properly and to a high standard. Timesheets and weekly reports were to the most part completed on time.