

Teamwork

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Roles and responsibilities

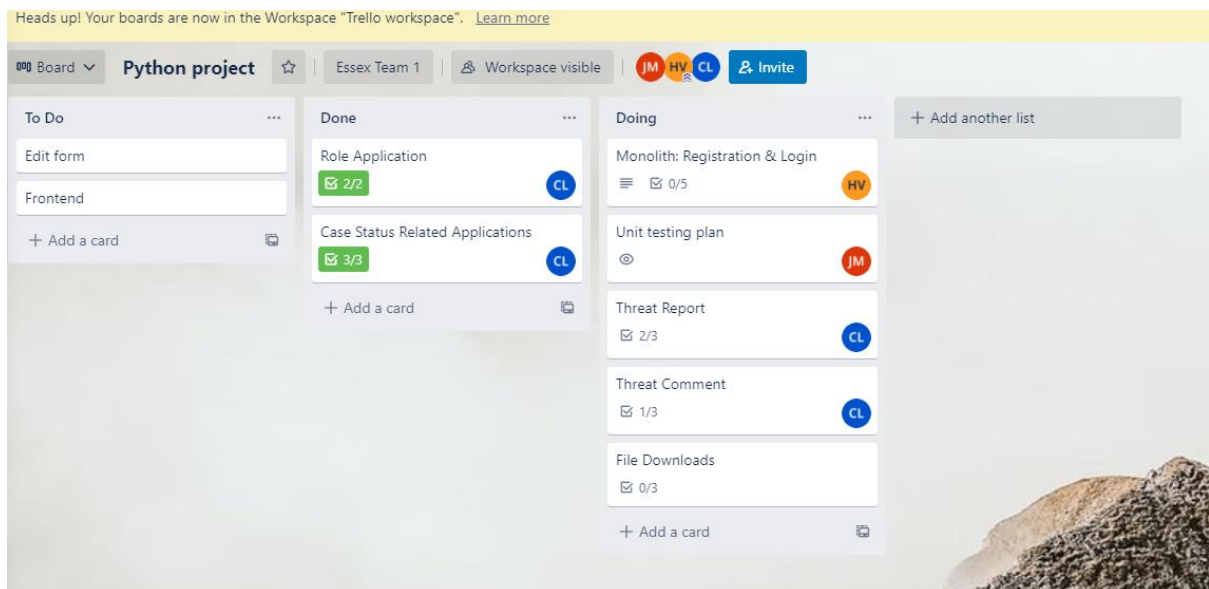
We used a Model - View - Controller pattern/framework, and this was broadly how the tasks between our team were split.

Generally (but not entirely) the responsibilities were as below:

- Hendrik: the Controller, writing unit tests (with Justin), developing the CLI (with some input from myself) and early on was unofficially project manager.
- Justin: the Model, writing unit tests (with Hendrik), developing the database and entering in dummy data.
- Me: the View (with input from Justin), blackbox testing, some contributions to the CLI, taking the lead on the system seminar demonstration, collating and submitting both assignments.

Collaboration tools:

- Trello - we started using this but did not continue.



We found that we were collaborating on Discord effectively, and that using Trello caused extra workload.

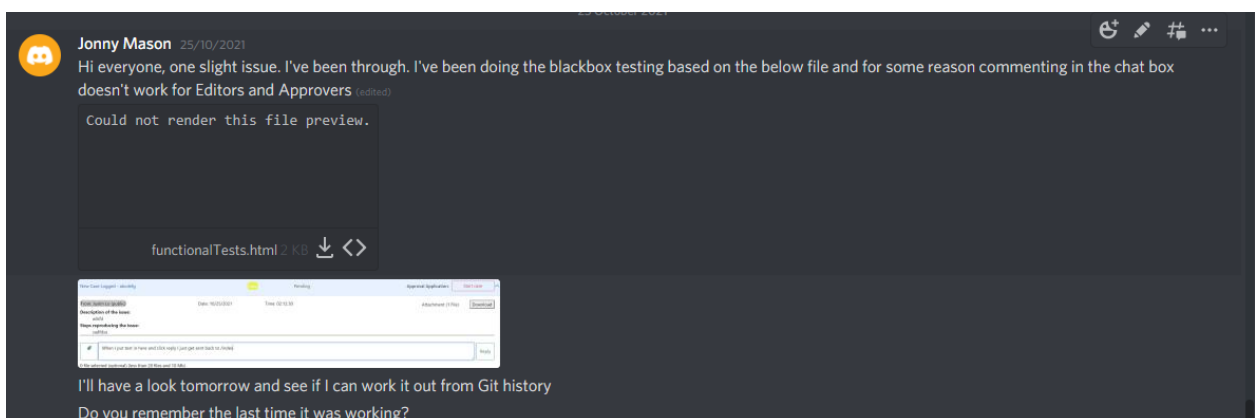
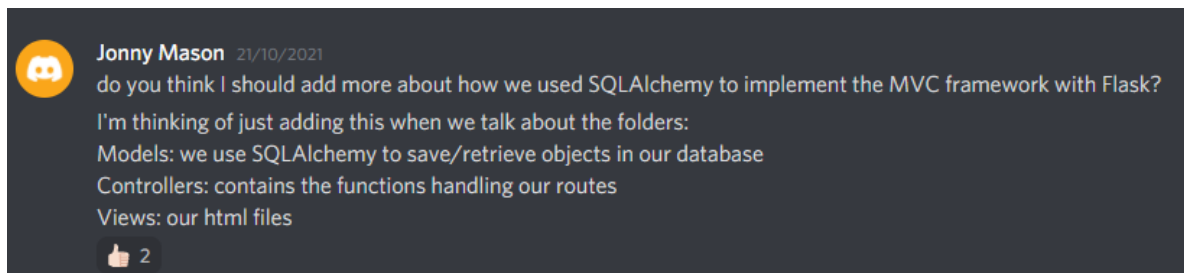
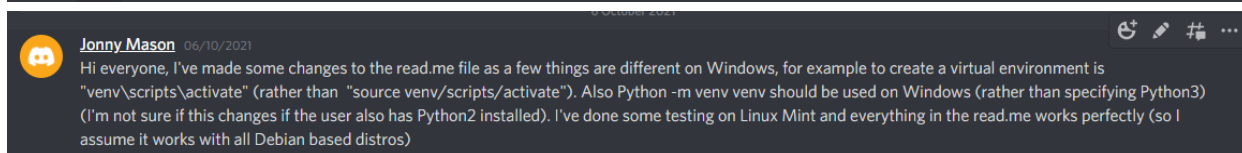
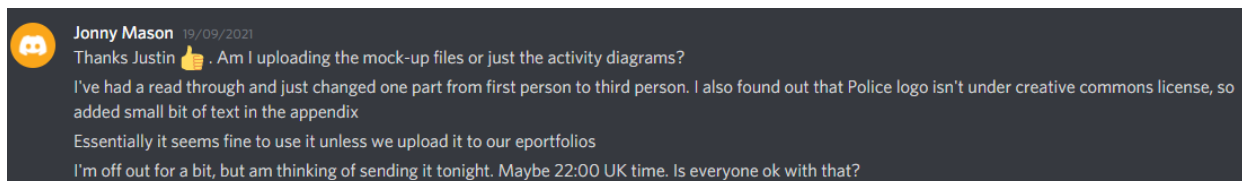
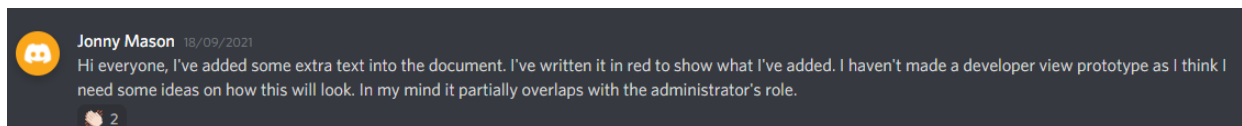
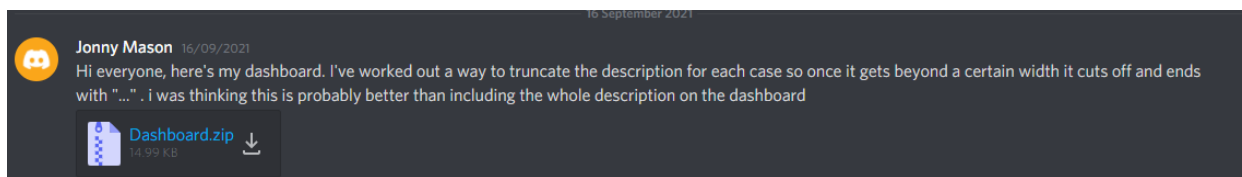
- Discord (as mentioned below).
- Google Docs: Hendrik set up collaborative documents for the design proposal and report.
- GitHub: we collaborated on our code via each of us having a branch on our application's Github repository. We agreed as a team that we were to merge the main into our own

branch before starting each coding session. We wrote and tested our own code in our own branch before merging it back into the main branch. There were a few times where we had to go through *History* and revert to a previous version. We had a (mostly) agile approach, involving short sprints, this meant that we never had to revert far.

Meeting notes:

Our meetings were generally each Sunday at 13:00 UK time (on two occasions we also met midweek).

Most of our teamworking was through real-time or asynchronous Discord chats in between meetings. For example:



My notetaking from our regular Sunday meetings was poor, and this has caused an issue with lacking these to put in my e-portfolio. Most of the notes I took were on, now long-lost, pieces of paper. Those I made on Word are below.

12/09/2021

Decisions:

- Use Jira/Trello when developing
- Have the option to download the whole table, perhaps next to the plus button
- Need to add a dashboard
- Need to have admin option to disable and reactivate users
- Need to add comments box

10/10/2021

- Remember run init in CLI each time.
- Can create fake email addresses at temp mailio.com
- Debugger now working

My tasks:

- Add front-end to login page
- add bandit to -r requirements.txt

General reflections

I found developing in a small team highly beneficial for several reasons:

- Learning experiences: early on I was afraid to ask others questions and for help, as I was the least experienced at programming. However, having approachable and helpful colleagues helped me see that it was worth sometimes feeling ignorant to gain the benefit of their expertise. An example of this was understanding the Model-View-Controller pattern/framework. I had read about it and had a vague understanding from covering it academically, but I did not grasp how it would be implemented until having my team colleagues explain it to me in simple terms.
- Social support: this was a fast-paced module and I found working with others normalised the experience of struggling to balance work and study priorities.
- Motivation: feeling part of a team, and not wanting to disappoint others, was a great motivation to get my contributions done in timely and effective manner.
- Friendship and contacts: during the project we developed a friendship with each other and are now contacts on LinkedIn and continue to be part of a Discord chat. We all come from quite diverse areas of technology and will keep in touch, and benefit from each other's expertise.
- I found a better IDE. I moved from using NotePad++ / Visual Code Studio to PyCharm because of a discussion between our team. I have found this a better experience, especially the superior automated refactoring, and will use this in future when writing Python code.
- I cannot think of any negatives. I feel I perhaps I learned more from team colleagues than they learned from me. However, I did relay expertise on product management, GDPR, WCAG 2.1, Bootstrap and UI/UX design.

Team Contract

Team Name: Team 1

GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?
Our primary goal is to deliver quality work in a timely manner whilst complimenting each other through our diverse skills. Aside from the hard skills we may learn from the course, soft skills that we look to improve upon can include critical thinking, flexibility, empathy, accountability and time management that I am sure will help the members in any future endeavours.
EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?
<ul style="list-style-type: none">• Be present in agreed upon meetings• Complete work to their best ability and in a timely manner• Frequency in communication (respond within 24 hours)• Trust and respect towards team members
POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations, such as preparatory tasks, generating ideas, evaluating outcomes?
<ul style="list-style-type: none">• Be prepared for team meetings• Proper peer reviews• Tasks should be clear and if not, members should ask for clarity• Use designated communication channels for posting ideas, questions etc.
ROLES: Which roles do we need in this project and how do we allocate them? Will there be a project lead? Is there a need to rotate roles?
We will try and distribute roles equally, but ultimately will be determined by the task at hand at the time.
CONSEQUENCES: How will we address non-performance regarding these goals, expectations, policies and procedures? How do we resolve disagreements?
Any issues may be brought up and resolved in a short review that will happen in our weekly meeting. Disagreements will have to be resolved in a respectful manner and continued infringement may lead to further escalation and possibly suspension from the team.

By signing this contract, we confirm that:

- we have participated in formulating these goals, expectations, roles, procedures, and consequences as stated in this contract.
- we agree to abide by the contents of this contract

Hendrik Van Rooyen, 2021-08-16

Team member name and date

Chun Ting Justin Lo, 2021-08-16

Team member name and date

Jonathan Mason, 16th August 2021

Team member name and date

Team member name and date

Team member name and date