

7/29/2023

Kennedy, Matt  
Intern (INTERN)  
Semiannual Review

Dear Matt:

This is your review for the time period of 5/31/23 – 8/11/23. At Pariveda, we take professional development very seriously and this evaluation will serve as an important component of your development plans.

This letter is structured across the five roles defined within the Pariveda Solutions Expectations Framework: Professional, Architect, Leader, Player/Coach and Advisor. Feedback was collected for this review from Eden Paupulaire, Will Mueller, Nick Palutsis, Johnny Reichman and Sofia Ortega.

## OVERVIEW

Through this review cycle you have been involved in the development and implementation of the UWI Sonic Pipeline project and have been responsible for completing stories with a partner and on your own, communicating progress to your project managers and teammates, and demoing your progress to the project stakeholders.

In your last review, your CDPs asked you to focus on these areas:

- ▶ **Leader - Project Leadership** - Understanding how you contribute to your overall project. Strive to understand why/how the code works and the impact your solution will have on the overall project. Leverage other members on your team to help explain/better understand how the solution works when others don't. Spend time with your PM, team members, and mentor to broaden your understanding of systems and their interactions.
- ▶ **Architect - Problem Solving** - Diagnose and analyze simple problems by using available resources. Practice breaking down your tasks into logical serial steps and avoid multitasking. When troubleshooting an issue, or taking on a new or unfamiliar task, be sure you do not make assumptions that allow you to dismiss options or solutions before doing any research. Practice taking a step back from the problem, slow yourself down, and understand what it will take to deliver a complete work product.

You have shown good progress in both of your CDPs this cycle. For your first CDP, you regularly demonstrated a desire to learn about the broader system as a whole, as evidenced by your consideration of the back-end when working on front-end work for the recordings validation page. You used your existing back-end knowledge and mock-ups from Figma to create a page that not only matched the expectations of the client, but also seamlessly integrated with the back-end architecture. Techniques such as mocking data were also employed to ensure that you were able to develop a solution that would be easily integrated into the broader solution. Continue to practice getting enough context early on in solutioning and using the background information you have during development.

Your second CDP asked you to utilize available resources to help break your tasks down into steps without making assumptions or solutioning without enough context. You specifically focused on breaking your tasks down into manageable components with time limitations and spent time ensuring you were working as effectively as possible. For example, you used Post-It notes and to do lists that included a description of your task as well as an estimate of the time it would take to complete your tasks.

Overall, you did well developing in these growth areas during your time as an intern. Keep up the good work!

## **PROFESSIONAL**

You have shown good intent and focus in communicating effectively to your teammates and stakeholders. You have practiced communicating an accurate status during standup, even if that means sharing that you are behind or that a task has taken longer than expected. You have also communicated well by knowing when and how to ask for help by ensuring that you are giving context to your question. For example, when communicating via email or Slack with the client, you have asked your Project Manager for feedback on your messages to ensure that your point is clear and concise. Your teammates have commended your consistent notetaking during meetings and conversations, which has translated into recalling information when needed to complete your stories. This also has helped you to gather information you need to complete your work quickly, and you have consistently demonstrated that you have effectively been able to use your time at work. Though there have been instances where you spend longer on a task than you originally estimated, you regularly have asked for feedback and help if you need it and have shown that you can learn from situations where things may have not gone according to plan.

## **ARCHITECT**

As the internship has progressed, you have shown significant growth in the Architect persona. You specifically became confident in your Angular skills, going from having minimal experience with Angular to designing an entire page from scratch. This required a great deal of growth and learning about Angular and the broader system, as this page was among one of the most complex throughout the app. Your teammates have recognized your ability to utilize resources such as Google, previous code and stories, note-taking during meetings, and project leads/managers to help you complete your work, and you have been able to establish a good balance between independently completing your stories and reaching out to others for assistance. Your technical skills are strong and consistent and are further enhanced by the ability to break your stories down into manageable tasks and components. Being able to break your stories down furthers your understanding of the work that is being asked of you. As your technical skills have progressed, you have begun to explore more complex architectural and design patterns that can be utilized in future work. Seek to explore more learning opportunities to practice new technical skills by researching design patterns, frameworks, and principles and find ways to apply these frameworks in future project work.

## **LEADER**

The care and respect you show for other members of your team has been recognized by many of your teammates, and your willingness to help was specifically mentioned. You have also been recognized and commended for your ability to communicate about your status or any obstacles you are facing, leading to a clear understanding about your progress for your team. You have also been focused on breaking down your stories into manageable tasks, estimating the time and effort required for your tasks, and communicating your status to your team. Specifically, you have focused on ensuring that you are not going down the wrong path or spending too much time on one particular task, by using context and examples from previous work to ensure that you are timeboxing your work appropriately. At times, your work can take longer than anticipated or estimated, and you have raised the delays in work to your project leads and crafted a new plan to accomplish the work at a newly estimated time. Focusing on the higher-level goals of your work rather than lower-level details, informing leads of scope creep or unexpected challenges, and consistently sharing accurate updates with your team can ensure that if there are delays or additional time for your work will cause as minimal of an impact as possible.

## **PLAYER/COACH**

Throughout the internship, you have not only sought opportunities on the project to learn more about various technologies and professional frameworks, but you have also sought ways to learn outside of the project as well, such as by studying for the AWS Practitioner Exam and learning to play chess. You have leaned in to opportunities to get exposure to other areas of the internship project and have continued to develop your skills in other areas as well. Your teammates have consistently recognized your desire for feedback and your ability to apply feedback to your work. Aim to seek out ways to pursue new interests to satisfy your eagerness for learning and seek out opportunities for growth by asking for and reflecting on feedback. Recognize that learning is a major component of exploring new opportunities, and work to get comfortable with not having all the answers. Being able to ask for and accept feedback is an important skill that you have shown you can do well, and as you progress throughout your career, feedback will continue to be an important tool to develop yourself professionally and technically.

## **ADVISOR**

You have consistently been described as friendly and approachable. Your teammates have commended you for your helpful nature and willingness to answer questions and assist whenever you're asked to do so. Specifically, your assistance when setting up development environments and answering questions about work you have previously completed was called out as helpful. You have also been recognized for your efforts in fostering relationships with the intern team, stakeholders at the Lincoln Park Zoo, and Fins in the Chicago office. Throughout the internship you have established yourself as a dependable and pleasant teammate. As you progress throughout your career, take steps to ensure that you have a healthy balance between assisting other team members and completing your own work.

## **CAREER DEVELOPMENT PLAN**

There are 3 development areas for you to focus on over the next six months:

- ▶ **Leader – Project Leadership:** As a dedicated and helpful member of your team, seek to balance your capabilities as a problem solver with those of your teammates. Look to solve problems on your own but be careful not to isolate yourself or your work. If you are not able to solve problems or identify the correct approach to take in a limited amount of time (15 minutes is a good rule thumb), utilize peers and more senior Fins on your team for guidance. When undertaking a challenging task, check with your team to see if there's any existing knowledge you can use so that you don't unintentionally work on a solved problem.
- ▶ **Architect – Frameworks/Models:** Expand your knowledge of sound design principles. Work with your mentor to identify a book on software design principles to read and reflect on the technical experiences you have had thus far to determine which design patterns and principles work best in different situations. Work on incorporating those ideas into your code, and coach others in doing the same.
- ▶ **Professional – Professionalism:** Make effective use of work time and balance it against other personal demands for time. Specifically, ensure you are prioritizing how you spend your time to avoid distractions and practice maintaining focus on your tasks for longer periods. Reflect on your existing notetaking and time-boxing strategies to determine the ways you prefer to maximize your productivity.

Regards,

***Allison Raines***