**Project Overview**

The Centennial College students are contributing to the pharmacogenetic testing device project under OneDrug Inc. focused on creating scalable data systems for the clinical testing application. This project aims to support the development of a comprehensive pharmacogenomics (PGx) database and efficient data collection for testable genes.

**Students and Roles**

* **Ken** – Tasked with Data Scraping for Testable PGx Genes
* **Longman** – Responsible for Data Scraping for Scalable PGx Database

**Project Manager Guidelines and Tasks**

**Weekly Meetings**

* **Objective:** Regular weekly meetings were held with the students to discuss progress, troubleshoot challenges, and set up the next steps.
* **Outcome:** Ken and Longman consistently presented their updates, received feedback, and outlined the next steps. Both students have shown initiative in identifying areas of improvement and openly discussing their progress.

**Monitoring Progress**

* **Tool Use:** An Excel sheet was used to track tasks and progress. Both students were encouraged to update the sheet consistently to reflect meeting discussions accurately.
* **Check-ins:** I held two check-ins during the week—one early (Monday) to confirm their tasks for the week, and one later (Thursday) to address any roadblocks.

**Providing Support**

* **Assistance:** Both Ken and Longman were advised to collaborate within their group and with the broader team to solve issues. One-on-one support was also provided, including resources for scraping code troubleshooting, database structuring, and overall guidance on scalable database practices.

**Team/Project Dynamics**

**Group Strengths (Students)**

* **Focus on Assigned Tasks:** Both Ken and Longman demonstrated dedication to their respective tasks, maintaining clear focus and efficiently managing their workloads.
* **Communication:** Both students communicate well verbally, contributing effectively to meetings.

**Group Weaknesses (Students)**

* **Deadline of the task:** Longman was unable to finalize his work within the established deadline.
* **Collaboration:** Initial collaboration between Ken and Longman was limited. However, with guidance, they are improving by checking each other's work and sharing insights.

**What Worked Well**

* **Messages Communication:** Ken and Longman have been responsive to Messages, with prompt replies and proactive updates.
* **Weekly Presentations:** Presentations during scheduled meetings were effective in tracking progress and fostering accountability.

**What Didn’t Work Well**

* **Communication Through Email:** Email responses from the students were sometimes delayed. Shifting primary communication to Messages has improved response time and engagement.
* **Status Update Sheet:** Attempting to introduce a progress sheet for status updates was not as effective. Verbal updates in email proved sufficient, and the Excel sheet was enough for task tracking.

**Ideas for the Next Task**

1. **Encourage Collaborative Tasks:** Assign collaborative tasks to help Ken and Longman develop teamwork skills, foster stronger bonds, and cross-check each other's work for accuracy.

**Expectations**

* **Work Hours:** No Commitment
* **Responsiveness:** Both Ken and Longman are expected to respond to all communications within one business day.
* **Meeting Notes:** Each student should take notes during meetings, sharing these notes on the shared drive or via email for record-keeping.

**Performance Rubric**

| **Category** | **Ken** | **Longman** |
| --- | --- | --- |
| **Integrity** | Demonstrates honesty; open about challenges and seeks help when needed. Progress aligns with quality. | Consistently honest; transparent in updates and proactive in correcting misunderstandings. |
| **Productivity** | Consistently finishing tasks. | Regularly exceeds 10 hours, consistently meeting task deadlines. |
| **Accountability** | Updates the Excel sheet regularly, though occasional reminders needed. | Always timely with The Excel sheet updates, But lacking formatting in the sheet. |
| **Leadership** | Occasionally volunteers for additional responsibilities, shows potential for leadership. | Often takes on leadership roles; coordinates project tasks and supports Ken. |
| **Teamwork** | Actively participates in meetings and is improving collaboration with Longman. | Fosters collaboration; actively assists Ken, enhancing team dynamics. |

**Summary**

Ken and Longman are demonstrating growth and dedication to their pharmacogenetic testing database tasks. Moving forward, greater collaboration and regular peer reviews will enhance their performance, fostering teamwork and accountability. Both students are on track to make meaningful contributions to their respective tasks, building a solid foundation for continued progress in the upcoming tasks.