SWE20001 – Development Project 1: Tools and Practices

Pass Task <1.1P>

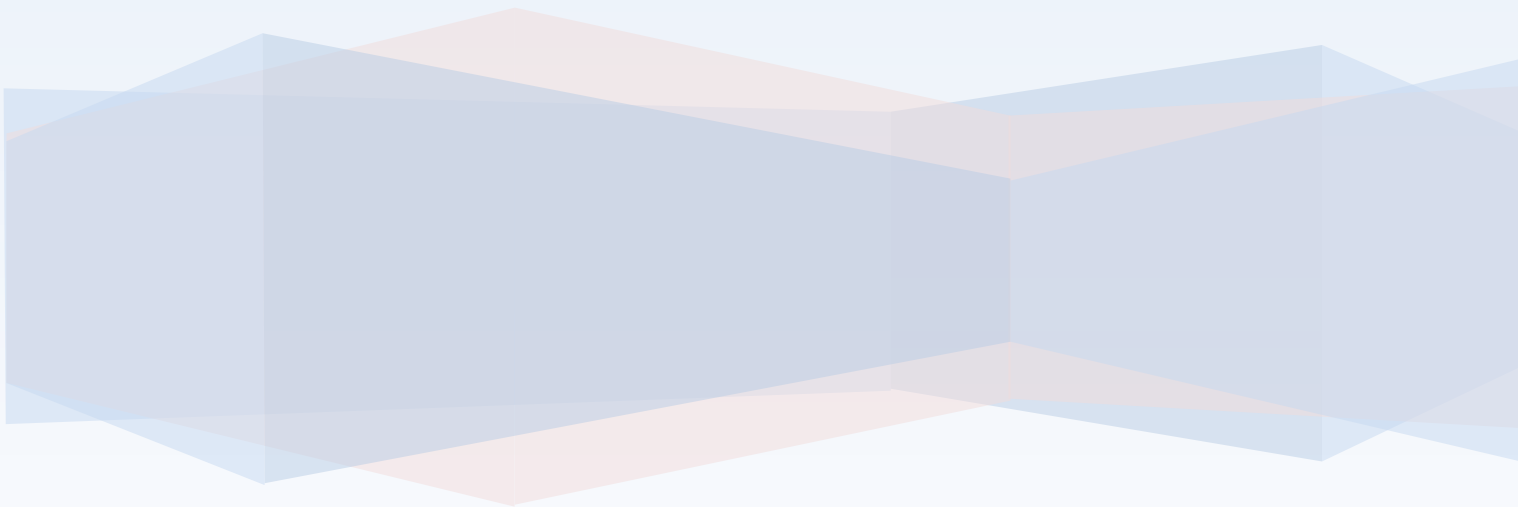Duy Phuong Nguyen (101204984)

Lab: Friday 2:30pm

Tutor: Huai Liu

Team number: 3

Henry Tran 102075482

Edward Knight 102700043

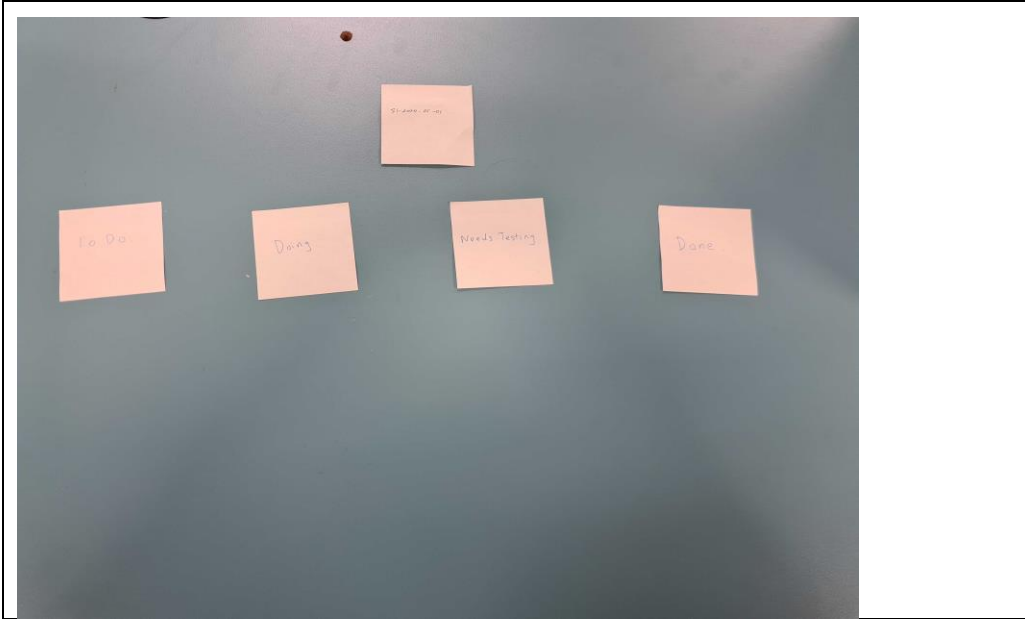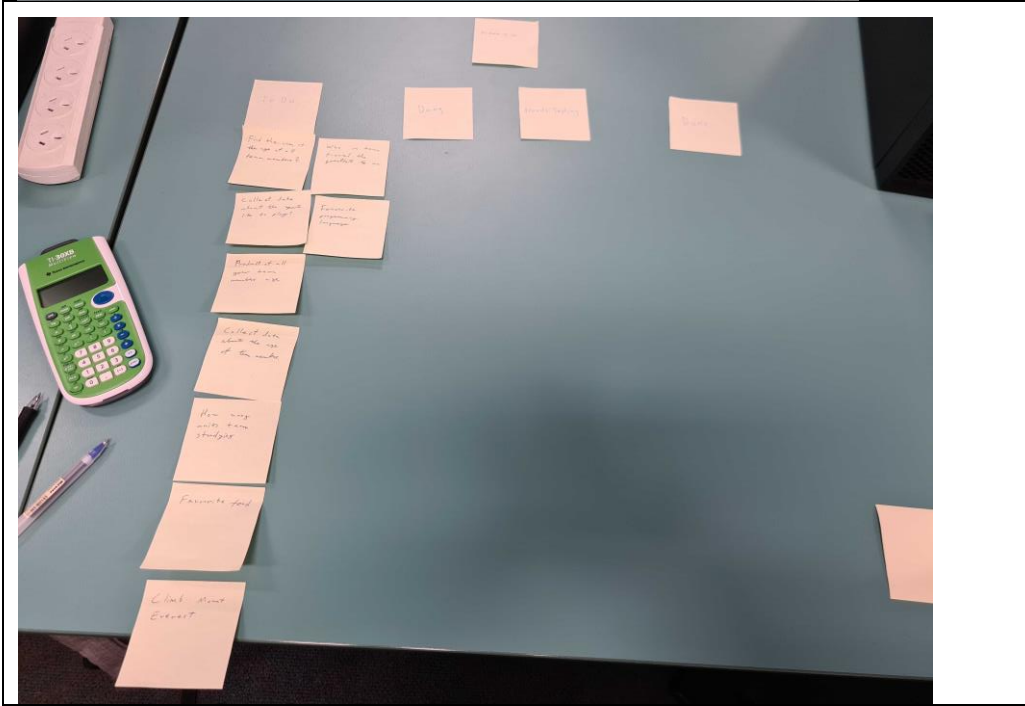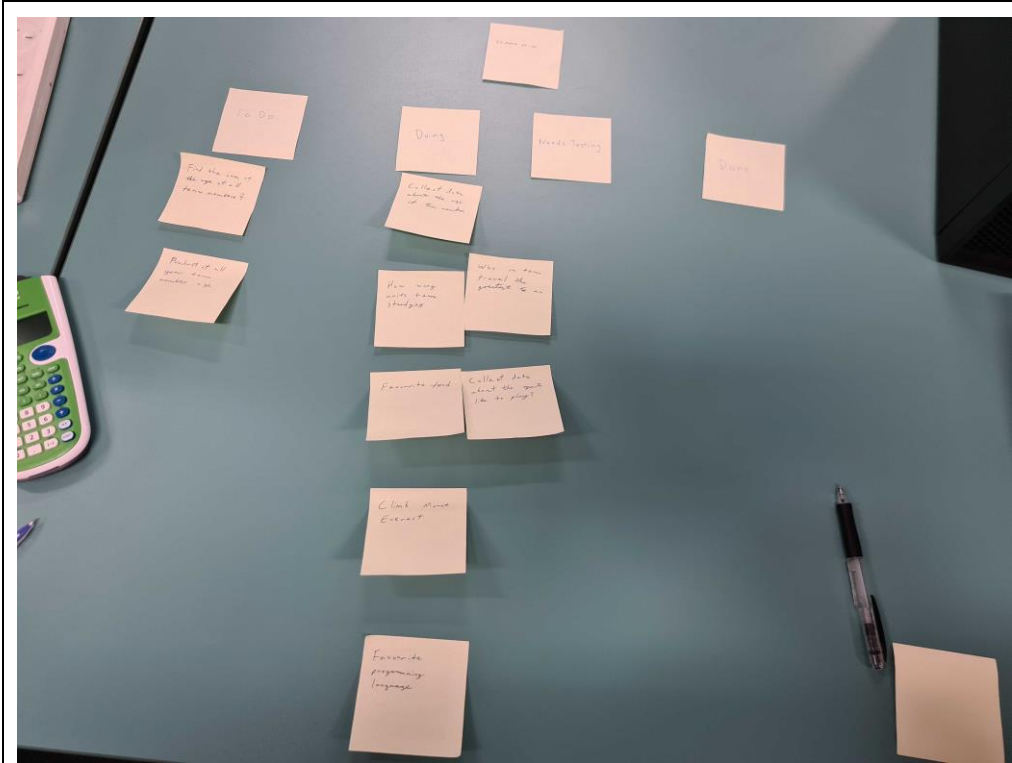Duy Phuong Nguyen 101204984

Christian Ilott 102169762

This report summarizes my contributions to the teamwork in Week <1> as well as the tasks I have performed during this week:
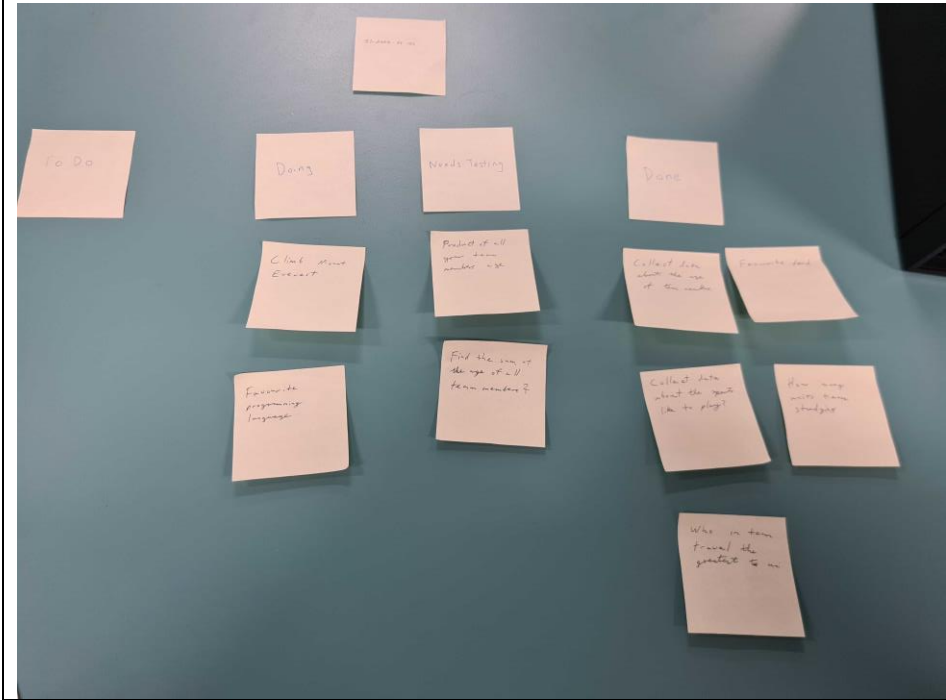
Activity 1.1. Team formation and To Do process:

During this team activity, I have done the following to contribute to the To Do process our team carried out:
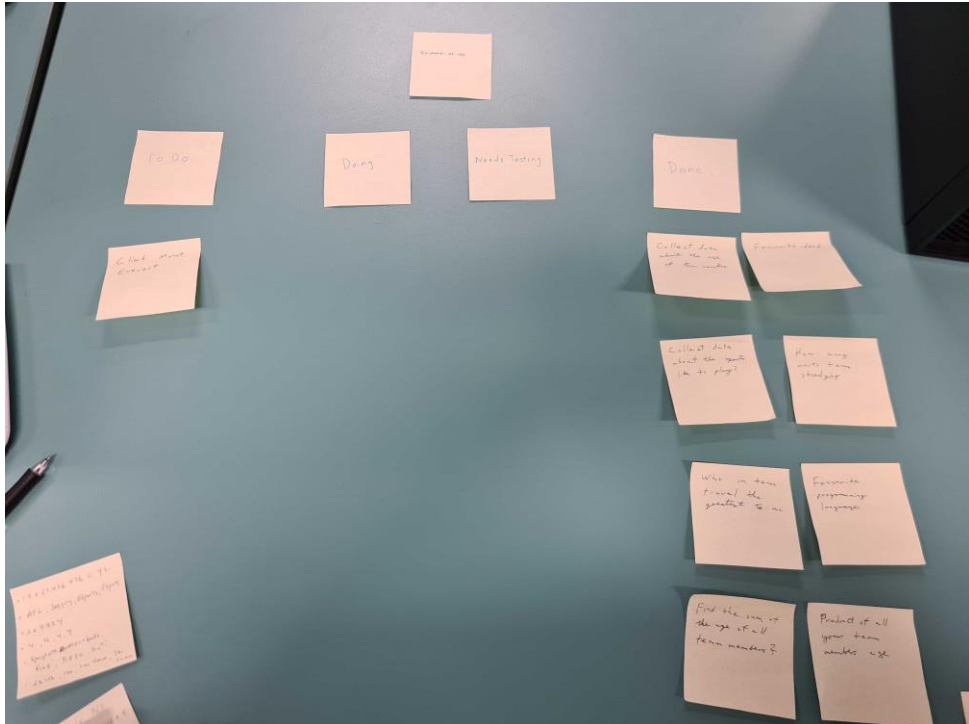
	Our team created Slack Categories with 4 main headings: To do, Doing, Needs testing and Done
	Christian wrote required tasks in to To do list. I help him to pass notes and add them to the categories

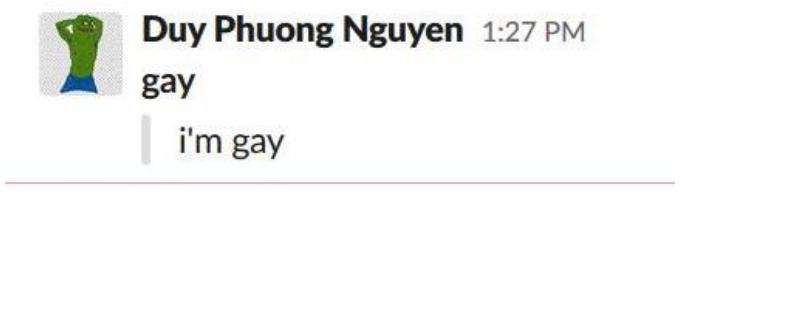|	Henry collected all the information from group members. I provided my information which are required in the tasks.
	I helped my group to verify and move the finished task to done categorie

	Verified an unsure task (Mt. Everest) with all the group members

Activity 1.2. Using Slack for team communication:

The following screenshots and annotations provide the evidences of my completion for each of the instructions:

	1. Add emphasis to a word by enclosing with * marks. 2. Create an indented block of text by using the ">" before it.
	3. Mark one or most posts as a "Starred" item. Then view "Starred Items" by clicking on the "Bookmarks" star icon in the top right corner. Stars make an easy way to create a "to do" list.

Duy Phuong Nguyen 1:30 PM ```cpp\n#include <iostream>\nusing namespace std;\n\nint main()\n{\n cout << "my name is Phuong";\n return 0;\n}\n``` @Henry Tran #general	4. Click on the"..."button in the top right corner to "Open Flex pane Menu"," Your Files", "Add New File" and first Adda code snippet of your choice(with the correct syntax highlighting), then also Upload an example file of your choice
Edit your profile ✕ Full name Duy Phuong Nguyen Display name Duy Phuong Nguyen This could be your first name, or a nickname — however you'd like people to refer to you in Slack. What I do Swinburne University Student Let people know what you do at SwinDP1. Phone number +61 470277690 Enter a phone number. Profile photo Upload an Image Remove photo Cancel Save Changes	5. Update your profile details to include an image for your photo. This really help people to know who you are! Note: This is the image of my favorite cartoon character. He is smart and funny. Most of my group's team members are using their favorite character
Duy Phuong Nguyen 1:30 PM ```cpp\n#include <iostream>\nusing namespace std;\n\nint main()\n{\n cout << "my name is Phuong";\n return 0;\n}\n``` @Henry Tran #general	Use the "@" symbol before either a username: (such as @slackbot:) or a keyword like "channel" to create a notify message for the current channel you are in. Use the "#" with a channel name to create a speciallink to another channel

Activity 1.3. Team scenarios discussion:

We were assigned the follow scenario:

At the last meeting, one member believed there was an agreement for her to contact public organizations as research for their project, while the other member was to do library research. When the team meets again, the second person has done the library work, but the first person has done nothing. The first person believes it was arranged that she be given some background information from the library research before approaching others. There are accusations of slackness and not passing on information. How could this situation have been avoided in the first place? What do you suggest they do go forward to handle the situation from here?

During the team scenario discussion, I proposed the following ideas to resolve the situation:

- Using a better flatform/tool for communication such as messenger, whatsapp
- Tracking everyone performance and process

I also had the following arguments for and against ideas proposed by other team members:

Our group came up with 2 main ideas

- Idea 1: Improve communication within the group using social media, message apps.
  - o Arguments for: Ask and confirm with all the group member about this idea, adding Facebook accounts.
  - o Arguments against: None
- Idea 2: Define the task for each individual member and give them a deadline so everyone knows what they are doing.
  - o Arguments for: Give everyone task online or written down with paper as a proof.
  - o Arguments against: None