**Group Reflection**

**Joanna Jane S387374**

**What went well**

 I believe most aspects of the group assignment went quite smoothly. I liked that the communication style between each member was open, respectful, and relatively prompt, both via chat and via team meetings. At times it actually felt like I was chatting with colleagues, rather than fellow students, which was a great glimpse in to what it might be like to work on a real life I.T project. I was also impressed that Amer stepped up to lead the meetings and help ensure everyone was on the same page. Group members were on a similar level in terms of motivation and willingness to get the assignment done as quickly as possible, and it was great to see team members volunteering to help others out where needed.

**What could be improved**

It was a little disconcerting in the early stages in that there seemed to be a lack of timely communication, though any feelings of unease were put to rest after we held our first team meeting and we were able to put faces to names, so to speak. Earlier agreement on the methods of communication would have helped avoid this situation, particularly as I found myself having to use 2-3 different methods to contact people. Some group members also had technical difficulties using Github which delayed profiles from assignment 1 being uploaded, though I imagine this will be less of an issue now that we have all had some experience in using the system.

**At least one thing that was surprising**

Even though we were essentially six strangers, there was a surprisingly good level of compatibility in the group, and an interesting blend of personality types e.g some extraverted and others introverted. I did not expect that the meetings would flow so smoothly, and despite being greatly separated by distance and time differences, it felt like there was no real disadvantage to doing the assignment together remotely as opposed to in person. I am pleased to say it has given me greater confidence in the idea of doing an entire Bachelor’s degree online.

**At least one thing that you have learned about groups**

 This experience has taught me that communication is key, and agreeing to one or two preferred methods of contact early on in the project helps ensure time is used wisely and that important information does not get missed. I have also learnt it is always safest to never assume, and that it never hurts to ask something twice than to not ask at all. I understand that our schedules are all entirely different, and some compromise on my part will always be needed to ensure everything gets done in the required time frame, but that this will help ensure a successfully completed project, as well as utmost respect for my fellow team members.

**How log of activity on GitHub reflects on group work**

We used a range of tools for communicating and contributing our work and ideas, including Teams chat, Canvas, Discord, and email. Therefore, I feel the log of activity on GitHub alone really reflects just a mere portion of the amount of work we had all put in to getting the project completed. My feeling is that GitHub would certainly be useful in work environments such as Software Development where each person would work individually and contribute their changes to a live work in progress. Our work style however was really collaborative and given the differences in levels of experience and knowledge it was far more appropriate for us to also use other tools such as Chat and Discord. Combined, the history and trails of information in each of these tools overall capture our group work very well.

**Motiana Tusa S3873180**

**What went well?**

Once our group was established, we arranged our first meeting where we had the opportunity meeting each other face to face and discussed the contents of our Assignment. We collaborated well, setting our goals with timeframes, and it was really great to work with people that were open, honest, and willing to contribute. Help was always at hand if anyone has any issues with the completion of their part of our assessment.

**What could be improve?**

The uncertainty of establishing a group from the start was hard but once sorted, it all went smooth and well.

**At least one thing that was surprising?**

The mutual understanding, motivation, dedication, the responses, and collective consciousness from each member was far exceeded expectation and it felt like we knew each other long before. We got along so well with high respect for each other. I think that what makes it easier for everyone to take ownership without hesitation.

**At least one thing that you have learned about groups?**

1. That everyone is unique, and we are together for the same purposes. Valuing each other regardless of age, background, knowledge, skills, experience etc.
2. Sorting out my GitHub website issue with a group member help.

**How well you think your GitHub log of activity reflects your group's work on assignment.**

We knew from the start the importance of having records of all our group interactions such as discussions, meetings and meeting minutes recorded, written, and be made available on our Microsoft Team discussions logs and GitHub as well. This is very useful for a quick reference and/or group reflection later. Also grouping the contents of our assignment together makes the lay out in GitHub clear, neater, and easy to access.

**Simon McKindley S9406133**

**What went well?**

Once the group was established, we worked together well. We assigned tasks, set targets, and scheduled meetings collaboratively. If someone needed help, help was given. Every group member has contributed and offered to do work. Considering we did not know each other at all before forming this group, the whole process has run smoothly. I have enjoyed working with everyone in this group and all their work is greatly appreciated by me.

**What could be improved?**

Initially we took a bit of time to get going and find our feet. This was overcome quite quickly though, once a rapport was established within the group.

**Surprising things**

What was surprising was that people from diverse backgrounds, life stages, experience and work schedules can come together and work harmoniously on a project. This doesn’t always happen in a workplace environment.

**What did I learn about groups?**

Even if people are coming from different situations in life, if we have a common goal and motivation to achieve that goal, it can be quite easy for everybody to work together and help each other.

**Mason Brown S3876704**

**What went well?**

I think what went well as our group that we all contributed to the group assignment, we were able to get everything done before the due date. There were no arguments in the group which was a plus for our group. Everyone was assigned into doing something which was a really good idea. Everyone did what they were meant to do.

**What could be improved?**

What I think that should improve next time is that we need to be more communicated with each other, so we know what everyone in the group knows what everyone is doing, and should be reminded what to do every few days or so and what other people are doing too.

**At least one thing that was surprising.**

One thing that was surprising that no one in the group was the leadership in the group assignment, well I was not sure who took the leadership.

**At least one thing that you have learned about groups.**

The one thing I have learned about working in a team or a group is that you should work on the project the sooner that better instead of leaving it on a time crunch.

**Amer Muhammad S3728065**

**What went well**

Group formation was relatively easy, members were very attentive and cooperative in nature. Team tasks were picked by members voluntary and individual tasks were easy to delegate. Almost all required work was completed on time.

**What could be improved**

Group came together in late September and by the time tasks were allocated, members were left to do most of the work within 7-10 days. Group formation could have taken place early and that would have allowed more time for the completion of tasks as well as better review and edits before submission.

**At least one thing that was surprising**

It is almost inevitable that a group comes together for the completion of a project and there is bound to be a conflict or a difficult personality or two, not with our group. Throughout our time together I have not heard a single word with any negative connotations nor has there been any conflict.

**At least one thing that you have learned about groups**

Our group has wonderful attributes such as cultural diversity, varying levels of age and educational backgrounds. Creating a collaborative environment which was conducive to creativity, the ease with which difficult messages were communicated, adaptations to different personalities where potential barriers became opportunities to know each member at a personal level, these are some of the key takeaways from my interactions with this amazing group of people.

**How log of activity on GitHub reflects on group work**

Log of activity on GitHub alone may not be an accurate reflection on the contribution of all members. I created GitHub group repository but my lack of knowledge about accessibility issues restricted some members in their attempts to pull/push documents in the early stages of our collaboration. More accurate reflection will be to consider our activities across all platforms we have utilised such as Canvas, MS Teams including meeting minutes and GitHub.

**Roshan Khadka S3876349**

**What went well?**

Once we got started, every member performed their assigned task very well. We were all able to communicate very well and was able to assign task, meet up to keep everyone updated on what we have done and what we were up to. The communication was great once we got the team started and organized our first meeting.

**What could be improved?**

The only problem I found was at the start where the only communications that was done was by email, the response time was slow, and was hard to get the team together but this was all fixed once we organized a Discord server for our first communication, then started meeting on Teams.

**At least one thing that was surprising.**

It was surprising how well the group functioned and excellent effort everyone put in. We are all at different locations, throughout Australia from different backgrounds and experience but we were able communicate well with someone we have never spoken too or worked with, felt as if we have done it before.

**At least one thing that you have learned about groups.**

I have learnt the importance of communication in projects, good communication will lead to project being completed in time as well as the project being up to standard and organization is key to completing a task in time, setting up date and time for online meeting beforehand and organizing what to talk about in meetings before hand will keep the project in flow, as well as keep everyone updated on the project stage.

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**Group Reflection**

**What went well**

Group formation was relatively straight forward, and group dynamics were established very early on when members shared their experiences and backgrounds openly. We became aware that there was wealth of knowledge and expertise within our group which could be harnessed to successfully complete our team project. Selecting team leader was a very smooth process and there were no conflicting personalities or clashing egos. Once assessment requirements were discussed, individual and team tasks were identified, members picked task voluntarily. A very collaborative, cohesive environment which proved to be conducive towards achieving our shared objectives through effective teamwork.

**What could be improved**

Group formation took place with less than 3 weeks to the date of submission. Notwithstanding the difficult circumstances and uncertainty due to COVID pandemic, our first few days together were not very productive. Tentative communication, uncertainty in terms of how to approach the project and constant overflow of information through announcements and discussion board activities made it a very challenging start to our collaboration. Earlier group formation would have allowed members additional time to be more thorough with their work and allowed others to review and suggest improvements. Time constraints also led to some oversight in task delegations such as Group Reflections and Industry Data questions not being answered in a timely manner.

**At least one thing that was surprising**

Despite a late start and challenges early on, our group has managed to perform well and adhered to internal and external deadlines. This was made possible due to similar personality traits of the members. Cooperation, collaboration, consideration, and willingness to compromise for the sake of others were the key attributes of our group. Extremely pleasant working environment which has been very conducive to producing results in a timely and efficient manner.

**At least one thing that you have learned about groups**

Our group is very diverse in terms of cultural and social diversity. Diverse environment can be very vibrant and productive because people from different backgrounds bring their own problem-solving skills to the fore. Diversity can also pose a challenge in terms of communicating within a group where members have varying levels of education, vastly different work experiences and future plans vary a great deal as well. One of the key takeaways for us collectively as a group has been the ability to overcome potential communications barriers. Throughout group formation, task delegation, meetings and completion checks, our group’s ability to effectively communicate with each other and work towards collective objectives has been very successful. This bodes well for us individually and as a group because communication is the most sought-after skill in IT professionals worldwide.

**How log of activity on GitHub reflects on group work**

To ascertain our collective success on group/teamwork, our collaboration across all platforms needs to be taken into consideration. GitHub presented some challenges for us in the beginning in terms of pull/push requests, members having difficulty in running GitHub desktop application, having right access levels and collaboration invitations across the group. We overcame all those issues but for the sake of better time management and our successful collaboration, Our group has used Canvas Discussion forums, MS Teams, Meetings, RMIT emails and Github for sharing and exchanging ideas as well as uploading and updating documents. There is a trail of all these documents gradually and ultimately uploaded to our group repository. All these documents were updated to a final draft version which forms the core of our project report.