Learning Logs

ASSIGNMENT 3

Learning Logs and Feedback for every meeting.

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| Date | 3 November – 8:00 pm |
| Group Goal | To Identify the system users & individual work. |
| Individual Goal | Research more about system characteristic and flow, the limitations and scope. |
| Time Spent | 3 hours |
| Tasks (What we were trying to achieve) | * Identification of different users associated with the system. * Taking ideas from all the team members to get their insight of system. * Also, distribution of work among team members as per their preference. |
| Contribution  (What I did) | - Decide that different users such as delivery boy or customer should be an integral part of system or not  - Provide necessary points on why admin and shop keeper are the only required users. |
| Group Structure | Every individual member in the group precisely put up their opinions about users of system and dividing the system into phases and also heard everyone’s opinion on work to be done. Dividing system into phases was a brilliant decision to not confuse with different functionalities. |
| Learnings  (What did I learn) | I learned to value arguments and interjections made by other team members. Several times hearing other persons opinion has made drastic and great changes to system design. I learned that the system does not require any other user than the shop keeper based on customer requirements. |
| Learnings  (How did I learn): | Brainstorming, debate and group discussion were the major sources of my newspaper system knowledge base. |
| Interpersonal Skills | Decision Making,  Leadership,  Trust Building |

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| Date | Feedback Provided | Strategy or Action Taken | Feedback after Strategy applied | Questions | Goals | Mastery Reached? |
| 3 November | Lack in Active listening | Tried to give others more chance to speak | None | None | Do not cut anyone while speaking | No |

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| Date | 10 November – 3:00 pm |
| Group Goal | To work on Authentication Phase |
| Individual Goal | To create a feature for store manager for login attempts |
| Time Spent | 2 hours |
| Tasks (What we were trying to achieve) | * Identification of admin and store manager requirements * Deciding admin rights not to be provided to store manager * Thinking of a feature that send notification to store manager if anyone tries to login |
| Contribution  (What I did) | - Decide the acceptance criteria’s for notification to be send to store manager on login attempt. |
| Group Structure | After deciding to start from the authentication phase we decided user roles as discussed in the previous meeting and assigned features of project to team members.  Some work was affected due to loss of one team member but after sheer discussion the work was redistributed and settled. |
| Learnings  (What did I learn) | I learned that the customer requirements can be implemented with some extra features. User registration privilege was kept with admin and not the shopkeeper which was a business decision.  Also a lot of hustle is created when a responsible person leaves a team, but managing his work among ourselves made our group even better. |
| Learnings  (How did I learn): | Researching different newspaper management system and comparing the best features among themselves. |
| Interpersonal Skills | Turn Taking,  Leadership,  Trust Building |

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| Date | Feedback Provided | Strategy or Action Taken | Feedback after Strategy applied | Questions | Goals | Mastery Reached? |
| 10 November | None | None | None | None | Keeping calm and working with full potential | Maybe |

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| Date | 16 November – 2:00 pm |
| Group Goal | To analyze user requirements and create user stories for book keeping phase of newspaper system |
| Individual Goal | To verify different user acceptance criteria for Delivery book |
| Time Spent | 5 hours |
| Tasks (What we were trying to achieve) | * Automating every manual book into a feature and deciding different books/feature required. * After deciding on different requirements we allotted work to team members which included acceptance criteria for order, customer, delivery book. |
| Contribution  (What I did) | - Looked up user requirements and put up points on data required.  -Using a customer ID throughout the system for optimized data flow.  -Creating user acceptance criteria for Delivery books.  -Decided that name, address and order items would be fetched from orderbook and delivery notes will be created according to frequency and starting date in order book. |
| Group Structure | We already decided the phase in first meeting but now we worked on required data needed for the system. After analysing the manual book keeping techniques we came up with three main data features and user stories and the divided work across team members. |
| Learnings  (What did I learn) | Every point or objective was put up with its positive and negative points. Deciding whether manual book keeping techniques were to be exactly implemented or with some major changes was to be decided and many times resulted in heating arguments. But after proper discussion the goals were achieved. |
| Learnings  (How did I learn): | By analyzing manual book keeping techniques and extracting the system flow. |
| Interpersonal Skills | Decision Making,  Leadership. |

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| Date | Feedback Provided | Strategy or Action Taken | Feedback after Strategy applied | Questions | Goals | Mastery Reached? |
| 16 November | Discussion often ends with arguments | Improvise myself | None | Arguments are a part of debate | To lower voice while speaking | No |

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| Date | 17 November – 4:00 pm |
| Group Goal | To analyse user requirements and create user stories for Delivery phase of newspaper system |
| Individual Goal | Work on shop keeper’s requirements from the delivery persons and flow of data |
| Time Spent | 3 hours |
| Tasks (What we were trying to achieve) | * A system that efficiently records delivered items to customers and manage a log for billing. A system which can maintain daily entries on customer orders and status of delivery. |
| Contribution  (What I did) | - Use of delivery dockets as per manual system for delivery of items on daily bases and allocation to 24 delivery persons based on area.  -To check whether the item is in stock before delivery  -Verify delivery status on daily base and update entries. |
| Group Structure | After deciding to work on delivery phase we realised we don’t have a module to maintain daily logs for delivery. Then we decided to include Invoice Journal feature in book keeping to keep things subtle and update delivery status everyday in Invoice Journal from delivery docket. |
| Learnings  (What did I learn) | After missing an important feature in book keeping phase i.e the Invoice Journal which will be used in billing phase later on we decided to see things in more detail and review the entire system requirements again. |
| Learnings  (How did I learn): | Reviewing requirements and group discussion among team members lead to a more efficient data flow in the system. |
| Interpersonal Skills | Decision Making,  Leadership,  Trust Building |

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| Date | Feedback Provided | Strategy or Action Taken | Feedback after Strategy applied | Questions | Goals | Mastery Reached? |
| 17 November | Look things in more details | Go deep down in system requirements and reviewing them | Found Efficient | None | Have a broad mindset and question things | Yes |

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| Date | 18 November – 12:00 pm |
| Group Goal | To analyse user requirements and create user stories for Billing phase of newspaper system |
| Individual Goal | To create acceptance criteria’s for notification on unpaid bills. |
| Time Spent | 3 hours |
| Tasks (What we were trying to achieve) | * A system that efficiently generated invoices and prints them out. * If bill is not paid then send reminder along with delivery docket and notices if still not paid in required time * Calculate correct billing amount from Invoice Journal |
| Contribution  (What I did) | - Based on customer requirements, decided a criteria to send reminders in first two months of unpaid bills and notice of suspension in the third month followed by suspension of delivery.  -Decided to update paid status in Invoice Journals made by a team member to later avoid incorrect reminders. |
| Group Structure | After reaching on the last phase according to plan we decided strategies to implement the same manual system flow. Customer was not an integral part of system so the only aim was to creating efficient and correct Invoices and handing them over to delivery agents. |
| Learnings  (What did I learn) | We knew the importance of Invoice generation. If incorrect invoices were generated then the whole system of no use. Having thought of different book keeping features helped us to retrieve delivery logs and calculate total price for a customer. I realised that thinking this project through will help us a lot to improve this product at every phase. |
| Learnings  (How did I learn): | Reviewing requirements and discussing Invoice generation data and how it will be delivered made us think through the entire system flow. |
| Interpersonal Skills | Active Listening,  Leadership,  Turn Taking,  Conflict Management |

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| Date | Feedback Provided | Strategy or Action Taken | Feedback after Strategy applied | Questions | Goals | Mastery Reached? |
| 18 November | Stayed calm and provided right opinions. | None |  | None | Apply right techniques and more work to research | Maybe |

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| Date | 22 November – 2:00 pm |
| Group Goal | To provide delivery boy with access to the system, update journals on delivery boy interactions and any other dependencies |
| Individual Goal | To create acceptance criteria’s for delivery boy user for downloading docket and updating docket |
| Time Spent | 4 hours |
| Tasks (What we were trying to achieve) | * Adding another user to the system so to provide him authentication. * The delivery boy will download delivery docket everyday and then update it on the system after delivery. * The invoice journals should be updated after changes and necessary changes should be made by shop keeper when required like checking notes and updating payments and holidays. |
| Contribution  (What I did) | - My responsibilities included working on delivery theme for delivery user. I created acceptance criteria for delivery boy downloading delivery docket and then updating it everyday after delivery. |
| Group Structure | Based on recent requirement made by customer last week we had to add another user to the system. Most of the user stories were dependent on the new user so we decided to divide the authentication and delivery theme to two team members and one team member was chosen to review the dependent stories and make the final changes. |
| Learnings  (What did I learn) | We realized that our requirements were not enough when client demanded last moment changes. But instead of panicking our team member divided the responsibilities and then the work seemed smaller. I learned that customer requirement’s can change but the system should be efficient to transform itself to new changes. |
| Learnings  (How did I learn): | Reviewing requirements and discussing delivery boy responsibilities. Confronting my client for some confusion in system requirements. |
| Interpersonal Skills | Active Listening,  Leadership, |

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| Date | Feedback Provided | Strategy or Action Taken | Feedback after Strategy applied | Questions | Goals | Mastery Reached? |
| 22 November | None | None |  | None | None | Yes |