

# Individual Report

Group 3 - Boris Choi

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**Responsibility** With slightly more leadership experience than most of my group member, the role of Business Manager was being assigned to me, the duty of more simply known as the Second-in-Command of the team below the David the Chair. Us two were responsible to keep trace and direct members to a common goal. Unlike David however myself have less experience with Java programs, and so my job was mainly on the business side of the project, while supporting David on pushing the team in making progress on time.

## Business Management

- Project Planning - Gantt Chart

Through out the project term, both internal and external meetings has been organised by myself with preparation of topics to be covered, notifying group members, business mentor and other relevant personal on the arrangement of these meetings. Planning for the time-line of the business flow as well as all deliverables were also parts of my responsibility. It was my job to manage the Gantt chart, continuously to over-watch and make update if required under an agile management style for members to follow.

- Work Appointment with Quality Assurance - QA Manual(Deliverable table)

Part of my responsibility to keep trace on progress of any business documents, ensuring that they meet the deadline at a certain standard. To be able to do so, my role given me the authority to delegate members on responding to certain task on the business sense. An example of that was in both of the project presentation, it was my job to offer member area to cover with good reasoning. While general quality assurance was set with the supervision of our QA Manager Sam and major decision was made by David the Chair Person, I did the arrangement of the deliverable table in the QA manual so to distribute the workload accordingly.

- Risk Mitigation (overtaken Meeting Minutes)

In a situation that there were any chance that a member(s) might not be able to cope with their work, to ensure quality submission shall I step in and reallocate work load of each team members, that includes myself so to cover any part of the business that requires attention. One of the instance was that when Brandon, whose holds the role of recording minutes for meeting and storing these in the group shared drive, while he was not available to fulfil that, it was my part to make sure the position of minutes taker was covered.(which was myself in this instant)

- Progress Tracing - Time Sheet

For visualisation of members progress and effort given, Time Sheet with Google Sheet was generated for individuals to fill in. Part of my role was to always be on the watch of member filling in their section on-time and accurately(Definitely spotted Patryk attempt to claim to have been to lecture in week 1 of the year).

## Finance Control

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- Finance Business Plan(+Revenue and Cost section in Finance Proposal)  
The Business Manager is to take in charge of the overall finance business plan of the company, especially with the numbers on the proposal being reasonable(loan, cost and sale), with the help from Peter documenting the proposal. On top of that it was also my responsibility to produce the finance plan spreadsheet, marking the business balance over time and the overhead recovery estimation with the help of the Finance Co-ordinator. While Brandon was not engaging well enough of the business, Patryk however had been giving a hand on the matter which I was much appreciated. This was then delivered to our Finance Backer(Tony) along with the group chair.  
Pointed out by Tony did I realised that the suggested working hours on the proposal has seems to be concernedly lower than what an actual business sitting might looks like. I fully agree with this statement, this mistake shall not be made but shamefully I may not have enough knowledge in this matter as to not have research deep enough.
  - Finance Report(+Salary Sheet)  
After the planning stage, updates has been made continuously on the business Finance Report, in conjunction with the Salary Sheet created by myself, linked to the Time Sheet so to keep an eye on the asset flow of the business. These updates were being notified to the finance backer via email written by myself, keeping Tony up-to-date to the current situation.
  - Module Contract  
On the matter of module contracts, as the companion of David it was my responsibility to provide relevant suggest any business advice while in the negotiation on the matter. After then shall it be my role to keep in contact with group 2 and make financial decisions afterwards. The contracts has end up being a drama as group 2 has failed to deliver on time and not up to standard in David's point of view and refuse to submit the remaining payment. After reading through the initial contract however I suggested to David that G2 might have the doubt due to unclear module standard being made, though David yet insisted on declining the trade. At that point I had stepped back as he has the right to make the final call as the Group Chair. I am not sure is this the right thing to do or not but I do feel bad for the opposite group.

## Development Aid

- Progress Tracing and Quality Assurance - Test Plan - Unit Test Plan  
On the management side, while not really familiar with distributed system, my main objective here was to support David on distributing workloads to members and tracking on their progress. As part of the quality control of the software, unit test plan was written by me to support Sam's assignment on the test plan.
- Programming - Tool Parse, Networking  
Over in the actual programming side, as a refresher in Java programming I was given the task to program for the function to parse tool button from a file onto the tool tray. Afterwards the network system was assigned to my issue list, it was some what difficult due to being rusty with Java, but I managed to gradually pick up the pace on designing the socket communication and network thread logic.  
In spite of having the network system successfully constructed and tested, mainly due to a drop of members attendance, accounting with the time it would take to integrate it into the main system as well as encountering a long-gone bug with MouseEvent object, it was decided to drop the network module in the revision of the scope of the project. Although it might seems that not much work has been done by myself in the current build, I shall claim that I had made good amount of effort trying to contribute to the product(See git repository for evidence).