***Reflective Journal Entries – IFB299***

**Entry 1 – Weeks 1-5**

In terms of being apart of the development team for our project, I have contributed to a number of aspects in order to create an effective environment for our team to work in. With regards to communication, I was the group member who initially established our Facebook group, which we use as our preferred method of communication to share ideas and thoughts on what to include in the project. I also assisted with setting up a Google Drive folder for all team members and have been an active contributor of documents and files that we are able to edit in real-time and ensure that everyone is able to contribute to the project, including the formation and updating of user stories, creation of story cards and assisting with creating the release and sprint plans.

As a developer within my team, my major contributions to the specification of the project that we are due to develop included assisting with prioritisation of user stories, user story estimation along with the creation of the Release and Sprint Plans due to be submitted for review. I have heavily contributed to the development of user stories that we have received from our client team, liaising with our clients to determine the finalised user stories from the requirements that they have given us. With the assistance of a couple of my team members (PeiPei ‘Christy’ Zhang in particular, as we have both had experience with user stories before in previous units), we have been able to prioritise these stories do develop story cards, provide comments for these stories to provide them with more depth in terms of their importance to the project as well as assisting other team members with the estimation process to determine approximately how much effort will be needed to implement these stories into our website design.

I have also assisted with the development of the Release and Sprint Plans, categorising our finalised user stories into groups based on their features/functions within the website and using these categories to determine where they will fit in the releases. I have also been encouraging my other team members to get involved in the process by asking them to contribute to determining tasks needed for the Sprint Plans and utilising everyone’s skills to collectively agree on what work needs to be undertaken to complete each story in order to finish the project effectively.

As a client for our partner team (Team 81), I was the appointed communicator between the client and our team, sending all of our documents to the client’s appointed communicator for review and finalisation, along with being the one in our team to receive any documents that they were due to send back to us. I felt that this worked well as it meant that we did not have multiple people sending different documents across both teams, and I feel that it made it easier for all parties involved as we knew who was to be sending and receiving documentation within our groups and could ensure that the correct documents with up to date information were being traded between teams.

I also contributed heavily to the creation of our client user stories that we were to send to our developer team (with their chosen project being the Music School). With the assistance of some of my team members, we were able to establish the requirements that we felt we, as their clients, needed for the project to be successful as well as assisting our partner team in transforming these requirements into viable user stories for them to utilise throughout their project development.

I feel that our team is working well together, with the team utilising the skills of each of our members to effectively complete our required tasks. However, one point of improvement that I feel our team needs to work on is sticking to the schedule assigned by our tutor and not jumping ahead to do additional tasks. Even though this is a good example of being proactive, we need to focus on completing the tasks required of us so far (in particular the documentation as these are what need to be submitted first for review) so that we are ensuring we are following the directions correctly and we are not creating incorrect features that are not in line with the planned features that we had initially agreed on as a team.

Overall, I believe that our team is working well so far, however there is always room for improvement. I hope that when we get started on the development of our website, we can come together as a group and effectively complete the required tasks in order to achieve the goals we have set as a team and produce a functioning website to present to our clients at the end of the project.