

## Research and Development Weekly Journal

### Week 1 (Monday 29th Feb - Sunday 6th March)

#### Monday/Tuesday/Wednesday/Thursday

*I received my project which I will be undertaking for the Research and Development program for this year, on the first day back at Uni (Monday 29). I have thankfully be awarded the project that was my first choice, and have been lucky enough to be working in a team with 3 other BCIS students, 2 of which I am already familiar with.*

*We have been given a Supervisor for the duration of our project, and have been instructed to organize a meeting to discuss the project and collect the contact details of the client (Cloud House).*

*The team and I have organized a meeting to meet our Supervisor, Waqar Hussain later on this week, we plan to meet on Friday morning at 10 am. The team and I have had a 2 hour meeting to discuss what we expect the project to consist of, however these are only ideas and assumptions as of now. We have also formulated some questions which we plan to discuss with Waqar.*

#### Friday

*This morning we had our meeting with Waqar, he initially had the team and I do some ice breaking exercises, however as we mentioned we are already mostly familiar with one another, we were comfortable to discuss together openly without hesitation or our nerves getting the better of us.*

*Waqar has given us a rundown on his background in terms of his education, he holds multiple masters, and is currently working on his PHD, for which he has submitted his thesis internally. He also has plenty of experience working with teams undertaking Projects based on CMS tools.*

*The team and I have asked Waqar a handful of questions regarding the client and the project, he has not been able to give might insight into the project itself as the client has not been in contact with Waqar, it is our responsibility to contact the client to organize our first meeting in which we will discuss the project.*

*Waqar has given us the client details, and after our first meeting with Waqar, the team and I have held a meeting to formulate an email to instantiate first point of contact with the client. We have suggested meeting up next week Monday at 10 am. At this point we will need to wait to hear from the client, however I don't believe we will hear much yet if the client doesn't work on weekends.*

**Week 2 (Monday 7<sup>th</sup> March - Sunday 13<sup>th</sup> March)****Monday**

*Our client has made contact, they had enquired to meet today however it was ridiculously short notice and the time was not suitable for all. I have organized a time which is suitable for all parties involved (my team, the client, and our supervisor), which will be on Wednesday.*

*The team and I have ensured we have a solid section of questions to ask the client, if they do not answer it themselves during their presentation. We need to get as much information from the client as possible to generate this proposal.*

**Tuesday**

*The team and I are holding another meeting today to discuss the proposal further, this includes generating a team skill matrix and investigating CMS tools already on the market. This is some further preparation for the client meeting tomorrow. We will be having another meeting with our supervisor on Friday to discuss the current state of the proposal. Hopefully tomorrow's meeting will provide some relief in terms of project details, I will need to enquire with the client if we can see them again on Thursday to discuss further questions about the proposal, we have a short deadline.*

**Wednesday/Thursday/Friday**

*The team and I have met with the client, we've received a better understanding of the project and what we are to produce. We can now go away and formulate ideas on what we will produce and how. The information gathered from Wednesday's meeting also allows us to begin the production of our proposal draft. We have distributed the workload between the team and are expected to begin shortly. We will also be having another client meeting this Monday to discuss the project further and identify the MVP, milestones, tools and programs to use, and what we need to learn to succeed.*

**Week 3 (Monday 14<sup>th</sup> March - Sunday 20<sup>th</sup> March)****Monday**

*We have had our second meeting with the client today, Waqar was not present this time as he is no longer required to attend. The meeting was quite long, 2 and a half hours, however plenty of topics were covered. With James help, we have uncovered what tools we will use, what skills we will need to learn, milestones, MVP (Minimum Value Product) and team specifics (team name, logo). The information from today helps with further refinement of the proposal.*

**Tuesday/Wednesday/Thursday**

*Further work is still being produced on the proposal, the team is in constant contact to help one another if any particular member has uncertainties or is stuck on their section. I have generated up several artefacts specific to Project Management as additional sections to the proposals minimum expectations, this includes a basic project architecture based on the ideas we have for the project based on AWS architecture.*

*I have also discussed with the team about change of roles, I am currently the Team Leader, however due to personal reasons, I have elected Miguel as the new Leader. The team has had a unanimous vote, electing Miguel, and I will be an assistant leader to Miguel if needed.*

*We will be seeing Waqar tomorrow to discuss the current proposals state. I am positive he can provide some excellent feedback.*

### **Friday**

*Today's meeting with Waqar has proved helpful. He has given up an hour and a half of his time to discuss where we need to make changes to the proposal. One point he has expressed is removing all possibilities of ambiguity within the document. Each of our sections have been reviewed and ideas for changes have been given by Waqar, the team and I will need to make these changes and see him again on Monday to see how he feels about the changes made.*

*He has commented on my basic project architecture model requiring some form of reference, otherwise he said, how can we be sure that my model is correct? The board may assume I could simply be falsifying my concepts, so I will research further into AWS for a structured model overview.*

### **Week 4 (Monday 21<sup>th</sup> March - Sunday 27<sup>th</sup> March)**

#### **Monday**

*We have met with Waqar today to discuss the further changes made to the project proposal. He has given us some helpful feedback and has advised on some appropriate changes to make, to make the proposal less ambiguous. The team and I have worked on these changes tonight. We need to have the draft signed off by Waqar by early Tuesday to get it in for printing and binding.*

### **Week 5 (Monday 28<sup>th</sup> March - Sunday 3<sup>rd</sup> April)**

### **Week 6 (Monday 4<sup>th</sup> April- Sunday 10<sup>th</sup> April)**

### **Week 7 (Monday 11<sup>th</sup> April- Sunday 17<sup>th</sup> April)**

### **Two Week Holiday**

### **Week 8 (Monday 26<sup>th</sup> April- Sunday 1<sup>st</sup> May)**

#### **Monday**

*We have had a kickoff meeting with James to get instructions for Sprint 1 (begins today). At this point, we are still awaiting access to JIRA and AWS paid services from Cloud House. We will use a temporary Trello board and burndown chart to log progress for this sprint. We have been instructed to complete the "Deep Dive Lambda" course alongside the software developer associate course on linux academy, and then produce a proof of concept working model for James.*

*I have set up a BitBucket private repository for our code, as GitHub doesn't provide private repos for free, whereas BitBucket does.*

**Tuesday**

*Today has been nice and simple, I have just continued my training on Linux Academy as required. No issues to report.*

**Wednesday**

*I didn't have any free time today to produce any further training on AWS, ive had meetings with other groups regarding other classes, and have had other classes in general as Wednesday is my busiest day. I will need to make up for the loss.*

*Saw Waqar in SE class today, he has mentioned he would like to meet this Friday to discuss the current progress of the team.*

**Thursday/Friday**

*A small amount of training has been completed over these 2 days, this week has been relatively busy so trying to keep a consistent amount of study going can be difficult at times.*

**Week 9 (Monday 9<sup>th</sup> May - Sunday 15<sup>th</sup> May)****Monday**

*Further Linux Academy training today.*

**Tuesday**

*Further Linux Academy training today. I have begun work on the AWS CLI which we must use to produce the concept for Cloud House.*

**Wednesday**

*Further Linux Academy training as usual. I have also spent some time researching the AWS API Gateway as this will be required for POSTing of web forms.*

**Thursday**

*Miguel and I have begun production on the proof of concept (about 10 hours worth). We have created an organization for team Kitsui on Github and have a repository for the project. James has finally provided us access to JIRA so we have got Chris taking over the tasks from Trello to JIRA.*

*Its good to finally see the project begin to grow. Everybody is feeling excited to see the project underway.*

**Weekly Log Discontinued**