

Project Plan

Team Member Responsibilities

These are main roles for each team member during each sprint; each sprint corresponds to the 'stages' outlined in the [project specification](#). In general, as there are many different services required for the final project (Web-Scraper, API, API documentation website, web application, etc.) we have opted to have certain team members specialise in certain fields they have experience in to maximise efficiency.

Sprint 1) Web Scraper, API, API Documentation

Team Member	Role Name	Role Description
Hao Cheong	<ul style="list-style-type: none">Documentation ManagerWebscraper ManagerGoogle Cloud Developer	<ul style="list-style-type: none">Will coordinate documentation and report writingManages design and development of the web-scraperManages the Google Cloud deployment
Brandon Green	<ul style="list-style-type: none">Taskmaster (Project Manager)	<ul style="list-style-type: none">Breaks down bigger tasks, assigns them to teammates and manages the Trello boardCreates ideas and concepts for the project
Fanrui Li	<ul style="list-style-type: none">API Developer	<ul style="list-style-type: none">Develops the API
Ryan Vu Anh Nguyen	<ul style="list-style-type: none">Team CoordinatorAPI ManagerDatabase Developer	<ul style="list-style-type: none">Makes meeting notes and organises meetingsManages design and development of the APIDevelops the database
Max Owen	<ul style="list-style-type: none">Database ManagerWebscraper Developer	<ul style="list-style-type: none">Manages design and development of the databaseDevelops the web-scraper

Sprint 2) Website

Team Member	Role Name	Role Description
Hao Cheong	<ul style="list-style-type: none">Documentation ManagerWeb Developer	<ul style="list-style-type: none">Will coordinate documentation and report writing.

	<ul style="list-style-type: none"> • Google Cloud Developer 	<ul style="list-style-type: none"> • Develops the website. • Manages the Google Cloud deployment.
Brandon Green	<ul style="list-style-type: none"> • Taskmaster (Project Manager) • Web Developer 	<ul style="list-style-type: none"> • Breaks town bigger tasks, assigns them to teammates and manages the Trello board. • Develops the website.
Fanrui Li	<ul style="list-style-type: none"> • Website Manager 	<ul style="list-style-type: none"> • Manages the development of the website
Ryan Vu Anh Nguyen	<ul style="list-style-type: none"> • Team Coordinator • Google Cloud Developer 	<ul style="list-style-type: none"> • Makes meeting notes. Organises meetings. • Manages the Google Cloud deployment.
Max Owen	<ul style="list-style-type: none"> • Web Developer 	<ul style="list-style-type: none"> • Develops the website.

Workflow Arrangement

The following section describes how our team will communicate, meet and operate during the term.

Our team is anticipating a weekly workload of 6 - 7 hours per person for this project. This is subject to change, as we are unsure of the specifics of future deliverables and have not assigned tasks for these unknowns. We have a tentative Gantt chart to outline our future deadlines.

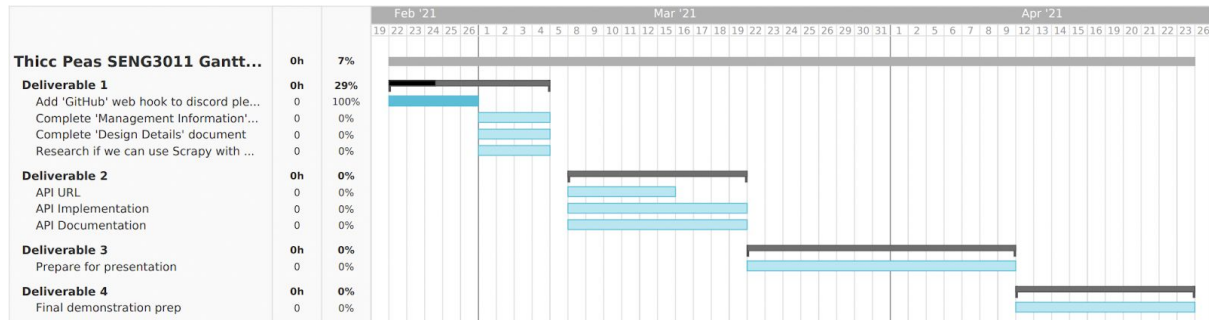


Figure 1. Gantt Chart

To check in on this work, we will be setting tasks and deadlines in our trello board (which has been linked to this gantt chart online), explained below.

Project Management

Main team communication as well as communication with the mentor shall occur on [Discord](#). Task-based project management will occur on a Trello board (below) where we shall utilise a Kanban style of task management. All reports, code and other deliverables shall exist on the [GitHub](#) repository.

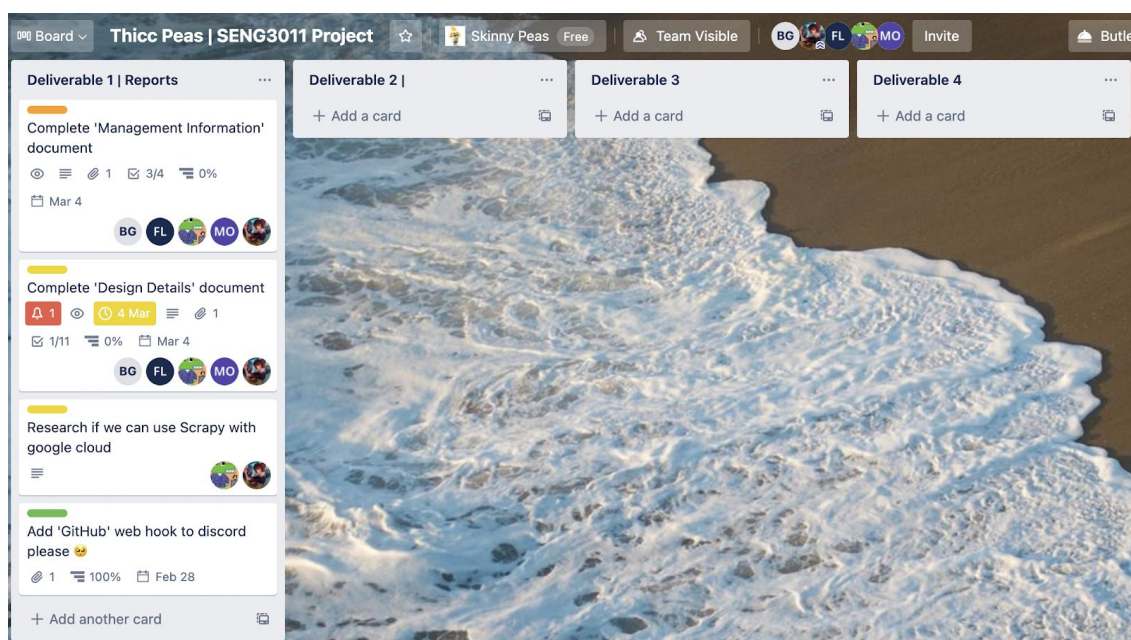


Figure 2. Trello Board

We shall perform branch-based development in the repository. Every new feature or task is allocated to a new branch. Once a feature is complete then a pull request (PR) can be raised to merge the feature branch into the main branch. After review by another team member the PR can be merged. We aim for feature branches to be active for a maximum of 7 days to minimise tedious merge conflicts with the main branch. Additionally, the main branch should always be in a stable state.

If time permits, unit tests and an automated build system will be implemented using GitHub Actions to ensure the stability of the main branch.

Meetings

The team shall meet every *Sunday at 1pm* as well as during the mentoring session on Thursday 7pm - 7:20pm. Additional meetings can freely be discussed and held on the Discord voice channels if required. All meeting notes shall be handled by 'Team Coordinator' who will publish the notes to Google Drive and the Discord (below).

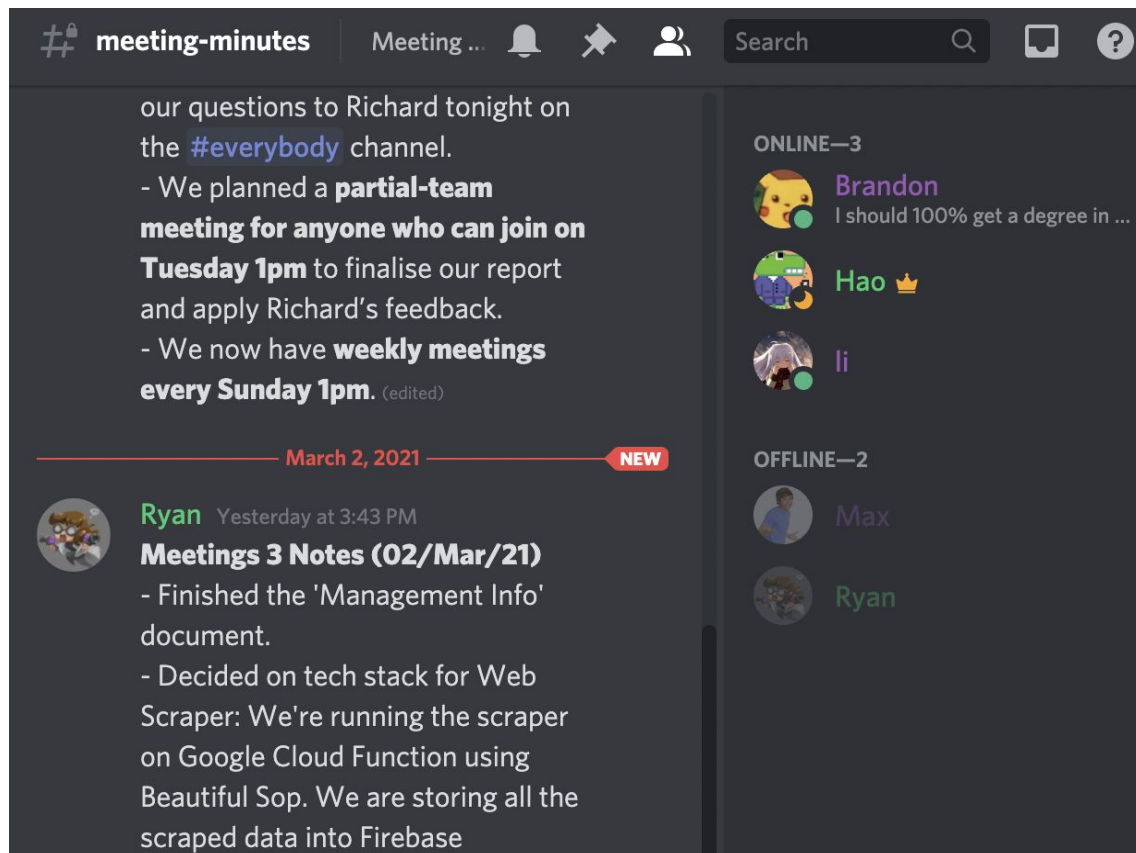


Figure 3. Discord meeting minutes

“Provide a project plan showing team member responsibilities, work arrangements and any information team members will be using to coordinate their activities. You should also mention any software tools used by the team to assist project management.

These reports are working documents and expected to be updated continuously throughout the project.

Each repository will be inspected anytime from Tuesday Week 3 at 5pm. You are free to keep updating the information afterwards.”