**Project Management**

We have chosen to use agile software development process. Consisting of a series of short iterations, each ending with an update of some form delivered to the client. The agile process will allow flexibility and easy change while all team members are on the same page, equally informed and applicable for effective risk management.

Team Hamburglers consists of Team Lead Kevin Haro, QA Lead Jonathan Hammond, Documentation Lead Alec Michel, and Design Lead Luis Garcia. We will meet as a team for twenty minutes three times a week, and two scrum meetings for an hour.

Our longer meetings will consist of working individually, planning, troubleshooting, and announcing other issues that are needed.

**Risk Management**

We have chosen to use the tips for managing risks as outlined in Practical Tips for Software-Intensive Student Projects. The risks presented are clear, comprehensive, and have good pointers for mitigation

Cost Risks

The likely hood of risk around cost will be understood by exploring the places our project incurs a cost, and determine our situation. We will clarify with the client, if a budget for web hosting and server space will be planned accordingly. The damage of these risks is very low, since we know what to expect.

Scheduling Risks

For scheduling, the team has come up with meeting on a daily to weekly basis. Thus communication can be easily accessed verbally. Questions and concerns are appropriately addressed throughout each meeting. However, the only current plan for dealing with the complete absence of a team member, is to split the members work among the others. This would be a challenging situation, which is why all team members are strongly informed of each other’s progress. The likelihood of a complete absence risk is low, since work can be completed separately from the group. But the impact is high since there are only four members on the team.

Programmatic Risks

Programamatic risks are relatively low, since it is a small group project. Group expectations, faculty advising and clients requirements are strongly and clearly stated.

Hazy Vision

The risk of building the wrong project is medium. Although the requirements are well-established, the risk lies within the complexity of our project. Since the team is working off of a previous projects work, the results of the previous project are different from this current project. That is why contact with the client is critical for a clear understanding.

Team Issues

The risk of problematic team members is high. The team has done very well to reduce the risk. Our team is well open to communication, and has agreed to be open to change. But the main problem is the size of the team. A mere four-person group is very small for a project of this unknown proportion. This means that team members will need to pull their own weight. This is how controversy arises when one member feels like they are doing more work than the others, etc. The plan is to pair program as needed, so that each team member can work to the best that they can.

These are the main risks addressed. Overall, the team is open to confronting new risks that develop.

**Software Development Tools**

The Team is using Trello for issue tracking with a Kanban method of focus, GitHub for version control, Trello and DropBox for document sharing, and Facebook for project scheduling. Current knowledge, simplicity and easy access are reasons why the team chose these development tools. Trello and Facebook are particularly easy to access, since they have mobile apps that come with the tool.