A1-p1 Section 3.0 - When – Trello Cards Draft

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| **Title** | **Planned Start** | **Planned Due** | **Lead by** |
| **Week 3** - Finalise project idea | | | |
| Finalise Project Idea. Team effort led by Luca.  Define 5 minimum viable features.  Define 3 extended viable features.  Draft project idea.  <https://trello.com/c/7p3e8hCK> | 12/09 | 18/09 | Luca Pallas  Project Idea Leader |
| Fill in section 1.3 of project proposal for each team member. Each team member to fill in their part for this section. Team effort led by Matthew.  Geoffrey Davis contribution  Adam Mutimer contribution  Luca Pallas contribution  Matthew Wotton contribution  Zachary Williams contribution  Jaidyn York contribution?  <https://trello.com/c/uGQjGLSy> | 12/09 | 18/09 | Matthew Wotton  Project Manager |
| Team Meeting:  Discuss refinements of the project idea.  Assign tasks for completing the project proposal report.  Placeholder Trello Link | 15/09  @ 9pm  (AEST) | 15/09  @ 10pm  (AEST) | Matthew Wotton  Team Leader |
| **Week 4** - Complete project proposal report (Assignment 1 part 1) | | | |
| Project proposal (1.1) Define name for project application. Team effort led by Luca.  Discuss name ideas and select an attractive name that best suites our project application.  <https://trello.com/c/kKlmFab9> | 19/09 | 22/09 | Luca Pallas  Project Idea Leader |
| Project proposal (1.2) Project description.  finalise the project description for our project application based on team input and drafted ideas provided by Luca.  Add to the report template on MS Teams.  <https://trello.com/c/lX0Ir8JQ> | 19/09 | 22/09 | Matthew Wotton  Reporting |
| Project proposal (1.3) Finalise Team section.  Communicate with team members who have yet to complete this section  <https://trello.com/c/lX0Ir8JQ> | 19/09 | 22/09 | Matthew Wotton  Team Leader |
| Project proposal (1.4) Complete demonstrable outcomes  Refer to project proposal (1.2) for source to complete this section.  Complete demonstrable outcomes section.  Add to the report template on MS Teams.  <https://trello.com/c/lX0Ir8JQ> | 19/09 | 22/09 | Matthew Wotton  Project Manager  Luca Pallas  Project Idea Leader |
| Project proposal (1.5) Complete project motivation  Complete project motivation section.  Add to the report template on MS Teams.  <https://trello.com/c/kKlmFab9> | 19/09 | 22/09 | Luca Pallas  Reporting |
| Project proposal (1.6.1) Complete project justification  Complete project justification section.  Add to the report template on MS Teams.  <https://trello.com/c/lX0Ir8JQ> | 19/09 | 22/09 | Matthew Wotton  Reporting |
| Project proposal (1.6.2) Complete beyond current capabilities - All team members to contribute, led by Matthew  Geoffrey Davis contribution  Adam Mutimer contribution  Luca Pallas contribution  Matthew Wotton contribution  Zachary Williams contribution  Jaidyn York contribution?  Any trends within the teams contributions to be used in a section describing the team as a whole.  <https://trello.com/c/lX0Ir8JQ> | 19/09 | 22/09 | Matthew Wotton  Team Leader |
| Project proposal (1.7) Complete project risks  Investigate risks the team may face during this project.  Complete a report on project risks.  Add to the report template on MS Teams.  <https://trello.com/c/b0BwW1Z5> | 19/09 | 22/09 | Geoffrey Davis  Reporting |
| Project proposal (2.1) Complete resources and tools  Investigate tools and resources the team will use for this project. (The team has already discussed using Android Studio, Figma and GitHub)  Report on each tool we will use.  Add to the report template on MS Teams.  <https://trello.com/c/AssOgMWZ>  <https://trello.com/c/hcR81W6k> | 19/09 | 22/09 | Zachary Williams  Reporting  Adam Mutimer  Developer |
| Project proposal (2.2) Complete collaborative workspaces  Investigate collaborative workspaces the team will use for this project. (The team has already discussed using GitHub and we have already been using MS Teams and Trello)  Report on each workspace we will use.  Add to the report template on MS Teams.  <https://trello.com/c/hcR81W6k> | 19/09 | 22/09 | Zachary Williams  Reporting |
| Project proposal (2.3) Complete communication expectations  Discuss communication expectations as a team  Complete report on agreed communication expectations  Add to the report template on MS Teams.  <https://trello.com/c/b0BwW1Z5>  <https://trello.com/c/lX0Ir8JQ> | 19/09 | 22/09 | Geoffrey Davis  Reporting  Matthew Wotton  Team Leader |
| Project proposal (2.4) Complete decision making processes  Discuss decision making processes as a team  Complete report on agreed decision making processes  Add to the report template on MS Teams.  Placeholder Trello Link | 19/09 | 22/09 | Geoffrey  Davis  Reporting |
| Project proposal (3.0) Complete ‘When’ timeline  Discuss with the team how we might plan to work on this project.  Investigate how a mobile application might be developed.  Consider how the team will learn and improve their skills as we progress through the project.  Complete project plan report  Add to template report on MS Teams.  <https://trello.com/c/hcR81W6k> | 19/09 | 22/09 | Zachary Williams  Research and Reporting |
| Team meeting:  Discuss progress and prioritise tasks yet to be completed.  Discuss any issues that may be interrupting progress.  Each team member given an opportunity to discuss their progress, minimum 3 minutes each.  Assign team members to review completed work.  <https://trello.com/c/lX0Ir8JQ> | 22/09  @ 9pm (AEST) | 22/09  @ 10pm (AEST) | Matthew Wotton  Team Leader |
| Finalise and review project proposal – team effort led by Matthew.  Complete unfinished sections of the project proposal report.  Review and sign off complete sections of the report  Project proposal is ready for submission  <https://trello.com/c/lX0Ir8JQ> | 22/09 | 25/09 | Matthew Wotton  Project Manager |
| Submit project proposal (Assignment 1 – part 1)  Communicate to the team to ensure the project proposal is ready for submission  Communicate to the team when ready to submit  Submit assignment to Canvas and Trello  Communicate to the team when assignment has been submitted  Relax  <https://trello.com/c/lX0Ir8JQ> | 25/09 | 25/09 | Matthew Wotton  Team Leader |
| **Week 5** – Set up and familiarise with the tools we will be using for our project and defining the specific functionalities for each MVF that we will build into our app. | | | |
| Set up project tools – All team members, led by Matthew  Download and install Android Studio - <https://developer.android.com/studio>  Any team members who have yet to create a GitHub account to sign up with their student account and apply for student access - <https://github.com/> (note: We are required to use our RMIT logins for GitHub)  Sign up for the Figma web tool (using student email) and apply for student access - <https://www.figma.com/>  Set up an account with Lucid chart (using your student email) and apply for student access - <https://www.lucidchart.com/pages/>  Placeholder Trello Link | 26/09 | 29/09 | Matthew Wotton  Team Leader |
| Familiarise with project tools – All team members, led by Matthew, Adam and Luca  explore Android Studio, with a minimum goal of producing a simple ‘Hello World’ program. Team will upload a copy of their code to their swim lanes on Trello for week 5. The following resource may be helpful: <https://developer.android.com/training/basics/firstapp>  Explore the Figma workspace and have a go at creating a UI page. Each team member to upload a screenshot of their work to their swim lanes on Trello for week 5. The following resource may be helpful: <https://youtu.be/dXQ7IHkTiMM>  Placeholder Trello Link | 26/09 | 29/09 | Matthew Wotton  Team Leader  Adam Mutimer  Android Studio Support  Luca Pallas  Figma Support |
| Set up GitHub repository  Create a new GitHub repository for the following project: [INSERT REPO NAME]  Invite all team members to the project.  All team to join the GitHub repository.  All team to link their Android Studio IDE to the GitHub repository.  Geoffrey Davis joined and set up.  Adam Mutimer joined and set up.  Luca Pallas joined and set up.  Matthew Wotton joined and set up.  Zachary Williams joined and set up.  Jaidyn York joined and set up?  Placeholder Trello Link | 26/09 | 29/09 | Adam Mutimer  GitHub Leader |
| Team meeting:  Discuss progress setting up and familiarising with project tools  Discuss new task to review and define specific MVF functions. This research will aid the team when commencing development.  Assign sub groups of 2 to research 2 MVFs per group. (there are only 5 MVFs, so one group will have only 1 MVF to research. This group will be given the MVF that has the most potential functionalities).  Discuss having a meeting early next week to prepare for week 6 tasks.  Placeholder Trello Link | 29/09  @ 9pm (AEST) | 29/09  @ 10pm (AEST) | Matthew Wotton  Team Leader  Adam Mutimer  Development Advice |
| Research specific functionalities for each MVF (Breaking down each MVF and identifying the specific functions/fundamentals/tasks that make them work)  Create a new shared document in MS Teams (preliminarily titled: ‘Feature Functionality and Implementation Research’) that the team can collaborate on, to add their research findings for this task.  Group 1 to report findings for MVF 1 and MVF 2.  Group 2 to report findings for MVF 3 and MVF 4.  Group 3 to report findings for MVF 5.  Placeholder Trello Link | 29/09 | 02/10 | Matthew Wotton  Project Manager  Geoffrey Davis  Backend Supervisor  Adam Mutimer  Development advice  Luca Pallas  UI advisor  Zachary Williams  Research and Development |
| WEEK 5 – SUB GROUP 1:  Research specific functionalities for MVF 1 and MVF 2 (Breaking down each MVF and identifying the specific functions/fundamentals/tasks that make them work)  Work together to brainstorm and identify specific mechanics of how the assigned MVFs will work to achieve their intended purposes.  Identify systems or resources that may be required to make MVFs function, e.g., file management, external APIs, Java classes, code snippets, tutorial links (any information that may assist in the coding process)  For each assigned MVF, report your findings and add to the ‘Feature Functionality and Implementation Research’ document on MS Teams  Placeholder Trello Link | 29/09 | 02/10 | Zachary Williams  Research and Development  Luca Pallas  Research and Development |
| WEEK 5 – SUB GROUP 2:  Research specific functionalities for MVF 3 and MVF 4 (Breaking down each MVF and identifying the specific functions/fundamentals/tasks that make them work)  Work together to brainstorm and identify specific mechanics of how the assigned MVFs will work to achieve their intended purposes.  Identify systems or resources that may be required to make MVFs function, e.g., file management, external APIs, Java classes, code snippets, tutorial links (any information that may assist in the coding process)  For each assigned MVF, report your findings and add to the ‘Feature Functionality and Implementation Research’ document on MS Teams  Placeholder Trello Link | 29/09 | 02/10 | Adam Mutimer  Research and Development  Geoffrey Davis  Research and Development |
| WEEK 5 – SUB GROUP 3:  Research specific functionalities for MVF 5 (Breaking it down and identifying the specific functions/fundamentals/tasks that makes it work)  Work together to brainstorm and identify specific mechanics of how the assigned MVF will work to achieve it’s intended purpose.  Identify systems or resources that may be required to make this MVF function, e.g., file management, external APIs, Java classes, code snippets, tutorial links (any information that may assist in the coding process)  For this assigned MVF, report your findings and add to the ‘Feature Functionality and Implementation Research’ document on MS Teams  Placeholder Trello Link | 29/09 | 02/10 | Zachary Williams  Research and Development  Matthew Wotton  Research and Development |
| Week 6 – Develop a unified UI design language and commence prototyping the ’Home Menu’, Commence reporting on implementing EVFs. | | | |
| Team meeting 1 (a 30min to an hour meeting scheduled between 03/10 to 04/10):  Discuss progress from last weeks tasks.  Discuss and prepare for this weeks tasks (refer to this Trello card link).  Organise team into 3 sub groups, and assign MVFs and home menu layout tasks. Utilise the group structure as outlined below:  Group 1 – design UI layouts for MVF 1 and MVF 2  Group 2 – design UI layouts for MVF 3 and MVF 4  Group 3 – design UI layouts for MVF 5 and the home menu  Discuss a Figma layout (frames) theme to use for the UI layouts.  Placeholder Trello Link | 03/10  Unspecified time  30 – 60 minutes duration | 04/10 | Matthew Wotton  Team Leader  Luca Pallas  Figma and UI Advisor |
| Working in the sub groups organised during this weeks first meeting, the team will use the online Figma tool to design basic UI layouts for each MVF including a home screen.  Group 1 – design UI layouts for MVF 1 and MVF 2 and share screenshots to MS Teams and Trello card Trello card link  Group 2 – design UI layouts for MVF 3 and MVF 4 and share screenshots to MS Teams and Trello card Trello card link  Group 3 – design UI layouts for MVF 5 and the home menu and share screenshots to MS Teams and Trello card Trello card link  Placeholder Trello Link | 03/10 | 06/10 | Matthew Wotton  Project Manager  Luca Pallas  Figma and UI Advisor |
| WEEK 6 – SUB GROUP 1 – UI LAYOUT  use the online Figma tool to design basic UI layouts for MVF 1 and MVF 2.  Set up a Figma project with your group member.  Apply layout theme to project.  Identify required number of pages (screens/submenus) for each assigned MVF and create relevant number of pages in your project.  Discuss UI layout ideas with group member.  design UI layouts for MVF 1 and MVF 2, and share screenshots to MS Teams and the Trello card for this task.  Placeholder Trello Link | 03/10 | 06/10 | Zachary Williams  UI Developer  Matthew Wotton  UI Developer |
| WEEK 6 – SUB GROUP 2 – UI LAYOUT  use the online Figma tool to design basic UI layouts for MVF 3 and MVF 4.  Set up a Figma project with your group member.  Apply layout theme to project.  Identify required number of pages (screens/submenus) for each assigned MVF and create relevant number of pages in your project.  Discuss UI layout ideas with group member.  design UI layouts for MVF 3 and MVF 4, and share screenshots to MS Teams and the Trello card for this task.  Placeholder Trello Link | 03/10 | 06/10 | Adam Mutimer  UI Developer  Luca Pallas  UI Developer |
| WEEK 6 – SUB GROUP 3 – UI LAYOUT  use the online Figma tool to design basic UI layouts for MVF 5 and the applications main Home Menu.  Set up a Figma project with your group member.  Apply layout theme to project.  Identify required number of pages (screens/submenus) for each assigned MVF and create relevant number of pages in your project.  Discuss UI layout ideas with group member.  design UI layouts for MVF 5 and the applications main Home Menu, and share screenshots to MS Teams and the Trello card for this task.  Placeholder Trello Link | 03/10 | 06/10 | Luca Pallas  UI Developer  Geoffrey Davis  UI Developer |
| Team meeting 2:  review our UI layouts and discuss a unified design language for the overall UI within our application.  Divide team into 2 new sub groups of 3, with one team focusing on building a unified UI language map, and the other team commencing work on developing front end prototypes using Android Studio.  Discuss new tasks for building a unified UI language map and development tasks.  Discuss having a meeting early next week to prepare for week 7 tasks.  Placeholder Trello Link | 06/10  @ 9pm (AEST) | 06/10  @ 10pm (AEST) | Matthew Wotton  Team Leader  Luca Pallas  Figma and UI Advisor  Zachary Williams  Creative Design |
| WEEK 6 SUB GROUP – UI  Develop a unified UI language map  Work together to review UI layouts and brainstorm UI themes.  Work together to design a UI language map.  Provide screenshot examples and document specific design information (e.g., colours, shapes, design rules).  Add completed UI language map document to MS Teams and link to the Trello card for this task.  Placeholder Trello Link | 06/10 | 09/10 | Matthew Wotton  Project Manager  Luca Pallas  UI advisor  Zachary Williams  Creative design |
| WEEK 6 SUB GROUP – DEVELOPMENT  Set up preliminary project files and develop a front end prototype for the ‘Home Menu’  Discuss workspace structure for GitHub.  Set up GitHub file structure.  Set up relevant files for ‘HOME Menu’.  Set up relevant files for MVF 1.  Set up relevant files for MVF 2.  Set up relevant files for MVF 3.  Set up relevant files for MVF 4.  Set up relevant files for MVF 5.  Commence frontend development of the ‘Home Menu’  Placeholder Trello Link | 06/10 | 09/10 | Matthew Wotton  Project manager  Geoffrey Davis  Backend supervisor  Adam Mutimer  Senior Developer |
| Report on implementing EVF 1  Create ‘EVF 1 Research and Implementation Report’ document in MS Teams.  Link the document to the Trello card for this task  Research EVF 1  Investigate functions and how we might expect users to interact with this feature.  Investigate tools and resources required to implement this feature (e.g., APIs, Java classes, tutorials).  Report research into the MS Teams document  Placeholder Trello Link | 06/10 | 30/10  (4 weeks) | Matthew Wotton  Research and Development |
| Report on implementing EVF 2  Create ‘EVF 2 Research and Implementation Report’ document in MS Teams.  Link the document to the Trello card for this task  Research EVF 2  Investigate functions and how we might expect users to interact with this feature.  Investigate tools and resources required to implement this feature (e.g., APIs, Java classes, tutorials).  Report research into the MS Teams document  Placeholder Trello Link | 06/10 | 30/10  (4 weeks) | Geoffrey Davis  Research and Development |
| Report on implementing EVF 3  Create ‘EVF 3 Research and Implementation Report’ document in MS Teams.  Link the document to the Trello card for this task  Research EVF 3  Investigate functions and how we might expect users to interact with this feature.  Investigate tools and resources required to implement this feature (e.g., APIs, Java classes, tutorials).  Report research into the MS Teams document  Placeholder Trello Link | 06/10 | 30/10  (4 weeks) | Zachary Williams  Research and Development |
| Week 7 – Continue building ‘Home Menu’ frontend prototype and commence building frontend prototypes for MVF 1 and MVF 2 | | | |
| Team meeting 1: (a 30min to an hour meeting scheduled between 10/10 to 11/10):  Discuss progress of last weeks tasks.  Divide team into 2 sub groups of 3 focussing on tasks to be completed for this week.  Sub group 1 will continue developing the ‘Home Menu’ frontend and commence frontend development work for MVF 1 link to Trello card.  Sub group 2 will commence frontend development work for MVF 2 and MVF 3 link to Trello card.  Placeholder Trello Link | 10/10  Unspecified time  30 – 60 minutes duration | 11/10 | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer |
| Frontend development help and technical issues log  This will be a document on MS Teams that is linked to the Trello card for this task.  The team will use this document to report any technical issues they may be having while working on frontend development. All team members will be encouraged to review this log and provide assistance where they can. The senior developer will keep track of this log and provide further assistance when the rest of the team can’t.  Create ‘Frontend Help and Technical Issues Log’ document in MS Teams.  Link document to the Trello card for this task.  Assist with technical frontend issues that may be raised.  Respond to issues reported in the log  Discuss log at week 7s Thursday meeting.  Discuss log at week 8s Thursday meeting.  Placeholder Trello Link | 10/10 | 24/10  (Start of week 9) | Adam Mutimer  Senior Developer  Zachary Williams  Developer |
| WEEK 7 – SUB GROUP 1 - ‘Home Menu’ and MVF 1 front end development  Use Android Studio and GitHub to collaboratively work to build working frontend prototypes.  Discuss task collaboration.  Continue work on building the ‘Home Menu’ frontend and complete a working prototype.  Build a working frontend prototype for MVF 1.  Share progress in Thursdays meeting.  Report any technical issues to the ‘Frontend Help and Technical Issues Log’ and reach out to Adam.  Placeholder Trello Link | 10/10 | 16/10 | Adam Mutimer  Senior Developer  Zachary Williams  Frontend Developer  Geoffrey Davis  Frontend Developer |
| WEEK 7 – SUB GROUP 2 - MVF 2 and MVF 3 front end development  Use Android Studio and GitHub to collaboratively work to build working frontend prototypes.  Discuss task collaboration.  Build a working frontend prototype for MVF 2.  Build a working frontend prototype for MVF 3.  Share progress in Thursdays meeting.  Report any technical issues to the ‘Frontend Help and Technical Issues Log’ and reach out to Adam.  Placeholder Trello Link | 10/10 | 16/10 | Adam Mutimer  Senior Developer  Matthew Wotton  Frontend Developer  Luca Pa  Frontend Developer |
| Teem meeting 2:  Discuss frontend development progress.  Discuss any issues hindering progress.  Discuss any issues raised in the ‘Frontend Help and Technical Issues Log’.  Discuss having a meeting early next week to prepare for week 8 tasks.  Placeholder Trello Link | 13/10  @ 9pm (AEST) | 13/10  @ 10pm (AEST) | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer |
| Week 8 – Commence building front end prototypes for MVF 4 and MVF 5, and start testing working frontend prototypes | | | |
| Team meeting 1: (a 30min to an hour meeting scheduled between 17/10 to 18/10):  Discuss week 7 progress  Reorganise sub groups into the following groups, focussing on tasks to be completed for this week:  Sub group 1: 2 front end developers to build MVF 4 frontend prototype link to Trello card  Sub group 2: 2 front end developers to build MVF 5 frontend prototype link to Trello card  Sub group 3: 2 frontend testers to test and report on completed working frontend protypes link to Trello card  Assign any incomplete protypes from week 7 to the frontend development teams  Placeholder Trello Link | 17/10  Unspecified time  30 – 60 minutes duration | 18/10 | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer |
| WEEK 8 SUB GROUP 1 – Build frontend for MVF 4  Discuss task collaboration.  Complete assigned frontend prototypes from week 7 that may be outstanding.  Build a working frontend prototype for MVF 4.  Report any technical issues to the ‘Frontend Help and Technical Issues Log’ and reach out to Adam.  Placeholder Trello Link | 17/10 | 23/10 | Adam Mutimer  Frontend Developer  Zachary Williams  Frontend Developer |
| WEEK 8 SUB GROUP 2 – Build frontend for MVF 5  Discuss task collaboration.  Complete assigned frontend prototypes from week 7 that may be outstanding.  Build a working frontend prototype for MVF 5.  Report any technical issues to the ‘Frontend Help and Technical Issues Log’ and reach out to Adam.  Placeholder Trello Link | 17/10 | 23/10 | Adam Mutimer  Frontend Developer  Geoffrey Davis  Frontend Developer |
| WEEK 8 SUB GROUP 3 – Test working prototypes and report on findings  Discuss task collaboration.  Create a ‘Frontend Testing’ document in MS Teams and link to this Trello task.  Investigate a testing plan for each prototype to be tested.  Add testing plan to the ‘Frontend Testing’ document.  Implement testing and record results.  Report findings into the ‘Frontend Testing’ document for each prototype tested.  Investigate any changes that may need to occur for each prototype tested.  Report any changes that may need to occur into the ‘Frontend Testing’ document.  Reach out to frontend development team for any immediate changes that may need to occur.  ‘Home Menu’ tested and reported.  MVF 1 tested and reported.  MVF 2 tested and reported.  MVF 3 tested and reported.  Discuss frontend testing report in Thursdays team meeting.  Placeholder Trello Link | 17/10 | 20/10  @ 8pm (AEST) | Matthew Wotton  Frontend Tester  Luca Pallas  Frontend Tester |
| WEEK 8 SUB GROUP 3 – Plan for testing remaining MVF frontends  Discuss task collaboration.  Investigate a testing plan for remaining prototypes to be tested.  Add testing plans to the ‘Frontend Testing’ document.  Assist frontend development team to apply any changes that need to be implemented.  Placeholder Trello Link | 20/10 | 23/10 | Matthew Wotton  Frontend Tester  /  Frontend Developer  Luca Pallas  Frontend Tester  /  Frontend Developer |
| Team meeting 2:  Discuss frontend development progress.  Discuss any issues hindering progress.  Discuss any issues raised in the ‘Frontend Help and Technical Issues Log’.  Discuss frontend testing report and any changes required to be made.  Discuss having a meeting early next week to prepare for week 9 tasks.  Placeholder Trello Link | 20/10  @ 9pm (AEST) | 20/10  @ 10pm (AEST) | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer  Luca Pallas  Lead Tester |
| Week 9 – Complete frontend prototypes and commence development of backend prototypes for MVF 1 and MVF 2 | | | |
| Team meeting 1: (a 30min to an hour meeting scheduled between 24/10 to 25/10):  Discuss progress from week 8.  Reorganise sub groups into the following groups, focussing on tasks to be completed for this week:  Sub group 1 – 2 frontend developers to complete frontend work.  Sub group 2 – 2 backend developers to commence building MVF 1 backend prototype.  Sub group 3 – 2 backend developers to commence building MVF 2 backend prototype.  Placeholder Trello Link | 24/10  Unspecified time  30 – 60 minutes duration | 25/10 | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer |
| Backend development help and technical issues log  This will be a document on MS Teams that is linked to the Trello card for this task.  The team will use this document to report any technical issues they may be having while working on backend development. All team members will be encouraged to review this log and provide assistance where they can. The senior developer and backend supervisor will keep track of this log and provide further assistance when the rest of the team can’t.  Create ‘Backend Help and Technical Issues Log’ document in MS Teams.  Link document to the Trello card for this task.  Assist with technical backend issues that may be raised.  Respond to issues reported in the log  Discuss log at week 9s Thursday meeting.  Discuss log at week 10s Thursday meeting.  Discuss log at week 11s Thursday meeting.  Placeholder Trello Link | 24/10 | 10/11 | Adam Mutimer  Senior Developer  Geoffrey Davis  Backend Supervisor  Zachary Williams  Developer |
| WEEK 9 SUB GROUP 1 – Finalise frontend prototypes  Discuss task collaboration.  Identify prototypes yet to be completed.  ‘Home Menu’ frontend completed.  MVF 1 frontend prototype completed.  MVF 2 frontend prototype completed.  MVF 3 frontend prototype completed.  MVF 4 frontend prototype completed.  MVF 5 frontend prototype completed.  Placeholder Trello Link | 24/10 | 30/10 | Adam Mutimer  Senior developer  Matthew Wotton  Frontend developer |
| WEEK 9 SUB GROUP 2 – Build MVF 1 backend prototype  Discuss task collaboration.  Identify working parts to be built (refer to report from week 5).  Use Android Studio and GitHub to collaboratively build MVF 1 backend.  Report any technical issues to the ‘Backend Help and Technical Issues Log’ and reach out to Adam or Geoffrey.  Placeholder Trello Link | 24/10 | 30/10 | Adam Mutimer  Backend Developer  Zachary Williams  Backend Developer |
| WEEK 9 SUB GROUP 3 – Build MVF 2 backend prototype  Discuss task collaboration.  Identify working parts to be built (refer to report from week 5).  Use Android Studio and GitHub to collaboratively build MVF 2 backend.  Report any technical issues to the ‘Backend Help and Technical Issues Log’ and reach out to Adam or Geoffrey.  Placeholder Trello Link | 24/10 | 30/10 | Luca Pallas  Backend Developer  Geoffrey Davis  Backend Developer |
| Team meeting 2:  Discuss backend development progress.  Discuss any issues hindering progress.  Discuss any issues raised in the ‘Backend Help and Technical Issues Log’.  Discuss having a meeting early next week to prepare for week 10 tasks.  Placeholder Trello Link | 27/10  @ 9pm (AEST) | 27/10  @ 10pm (AEST) | Matthew Wotton  Team Leader  Geoffrey Davis  Backend Supervisor |
| Week 10 – Commence development of backend prototypes for MVF 3, MVF 4 and MVF 5 | | | |
| Team meeting 1: (a 30min to an hour meeting scheduled between 31/10 to 01/11):  Discuss progress from week 9.  Reorganise sub groups into the following groups, focussing on tasks to be completed for this week:  Sub group 1 – 2 backend developers to commence building MVF 3 backend prototype.  Sub group 2 – 2 backend developers to commence building MVF 4 backend prototype.  Sub group 3 – 2 backend developers to commence building MVF 2 backend prototype.  Placeholder Trello Link | 31/10  Unspecified time  30 – 60 minutes duration | 01/11 | Matthew Wotton  Team Leader  Geoffrey Davis  Backend Supervisor |
| WEEK 10 SUB GROUP 1 – Build backend prototype for MVF 3  Discuss task collaboration.  Identify working parts to be built (refer to report from week 5).  Use Android Studio and GitHub to collaboratively build MVF 3 backend.  Report any technical issues to the ‘Backend Help and Technical Issues Log’ and reach out to Adam or Geoffrey.  Placeholder Trello Link | 31/10 | 06/11 | Adam Mutimer  Backend Developer  Matthew Wotton  Backend Developer |
| WEEK 10 SUB GROUP 2 – Build backend prototype for MVF 4  Discuss task collaboration.  Identify working parts to be built (refer to report from week 5).  Use Android Studio and GitHub to collaboratively build MVF 4 backend.  Report any technical issues to the ‘Backend Help and Technical Issues Log’ and reach out to Adam or Geoffrey.  Placeholder Trello Link | 31/10 | 06/11 | Zachary Williams  Backend Developer  Geoffrey Davis  Backend Developer |
| WEEK 10 SUB GROUP 3 – Build backend prototype for MVF 5  Discuss task collaboration.  Identify working parts to be built (refer to report from week 5).  Use Android Studio and GitHub to collaboratively build MVF 5 backend.  Report any technical issues to the ‘Backend Help and Technical Issues Log’ and reach out to Adam or Geoffrey.  Placeholder Trello Link | 31/10 | 06/11 | Luca Pallas  Backend Developer  Adam Mutimer  Backend Developer |
| Team meeting 2:  Discuss backend development progress.  Discuss any issues hindering progress.  Discuss any issues raised in the ‘Backend Help and Technical Issues Log’.  Discuss having a meeting early next week to prepare for week 11 tasks.  Placeholder Trello Link | 03/11  @ 9pm (AEST) | 03/11  @ 10pm (AEST) | Matthew Wotton  Team Leader  Geoffrey Davis  Backend Supervisor |
| Week 11 – Finalise backend prototypes, initiate testing backend prototypes and commence integrating MVFs into the ‘Home Menu’ | | | |
| Team meeting 1: (a 30min to an hour meeting scheduled between 07/11 to 08/11):  Discuss progress from week 10.  Reorganise sub groups into the following groups, focussing on tasks to be completed for this week:  Sub group 1 – 2 backend developers to finalise outstanding backend prototypes.  Sub group 2 – 2 full stack developers to commence integrating all prototypes into the ‘Home Menu’ and create fully working application.  Sub group 3 – 2 backend testers to test and report on backend prototypes.  Placeholder Trello Link | 07/11  Unspecified time  30 – 60 minutes duration | 08/11 | Matthew Wotton  Team Leader  Geoffrey Davis  Backend Supervisor  Adam Mutimer  Senior Developer |
| Application integration development help and technical issues log  This will be a document on MS Teams that is linked to the Trello card for this task.  The team will use this document to report any technical issues they may be having while working on integrating MVF prototypes into the ‘Home Menu’. All team members will be encouraged to review this log and provide assistance where they can. The senior developer and backend supervisor will keep track of this log and provide further assistance when the rest of the team can’t.  Create ‘Application Integration Help and Technical Issues Log’ document in MS Teams.  Link document to the Trello card for this task.  Assist with technical issues that may be raised during the process of building the application.  Respond to issues reported in the log  Discuss log at week 11s Thursday meeting.  Discuss log at week 12s Thursday meeting. | 07/11 | 17/11 | Adam Mutimer  Senior Developer  Geoffrey Davis  Backend Supervisor  Zachary Williams  Developer |
| WEEK 11 SUB GROUP 1 – Finalise backend prototypes yet to be completed and implement any required improvements  Discuss task collaboration.  Identify backend prototypes yet to be completed.  MVF 1 backend prototype completed.  MVF 2 backend prototype completed.  MVF 3 backend prototype completed.  MVF 4 backend prototype completed.  MVF 5 backend prototype completed.  Report any technical issues to the ‘Backend Help and Technical Issues Log’ and reach out to team for assistance.  Apply improvements as reported from the testing team.  Placeholder Trello Link | 07/11 | 10/11 | Adam Mutimer  Backend Developer  Geoffrey Davis  Backend Developer |
| WEEK 11 SUB GROUP 2 – integrate MVF prototypes into the ‘Home Menu’ to build the full application  Discuss task collaboration.  MVF 1 prototypes integrated.  MVF 2 prototypes integrated.  MVF 3 prototypes integrated.  MVF 4 prototypes integrated.  MVF 5 prototypes integrated.  Report any technical issues to the ‘Application Integration Help and Technical Issues Log’ and reach out to team for assistance.  Placeholder Trello Link | 07/11 | 13/11 | Adam Mutimer  Full Stack Developer  Luca Pallas  Full Stack Developer |
| WEEK 11 SUB GROUP 3 - Test backend prototypes and report on findings  Discuss task collaboration.  Create a ‘Backend Testing’ document in MS Teams and link to this Trello task.  Investigate a testing plan for each backend prototype to be tested.  Add testing plan to the ‘Backend Testing’ document.  Implement testing and record results.  Report findings into the ‘Backend Testing’ document for each prototype tested.  Investigate any changes that may need to occur for each prototype tested.  Report any changes that may need to occur into the ‘Backend Testing’ document.  Reach out to development team for any immediate changes that may need to occur.  MVF 1 backend tested and reported.  MVF 2 backend tested and reported.  MVF 3 backend tested and reported.  MVF 4 backend tested and reported.  MVF 5 backend tested and reported.  Discuss backend testing report in Thursdays team meeting.  Placeholder Trello Link | 07/11 | 13/11 | Geoffrey Davis  Backend Tester  Matthew Wotton  Backend Tester |
| Team meeting 2:  Discuss application development progress.  Discuss any issues hindering progress.  Discuss any issues raised in the ‘Backend Help and Technical Issues Log’.  Discuss any issues raised in the ‘Application Integration Help and Technical Issues Log’  Discuss backend testing report  Discuss having a meeting early next week to prepare for week 12 tasks. | 10/11  @ 9pm (AEST) | 10/11  @ 10pm (AEST) | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer |
| Week 12 – Test application navigation and stability, finalise and implement application improvements, prepare for project submission | | | |
| Team meeting 1: (a 30min to an hour meeting scheduled between 14/11 to 15/11):  Discuss progress from week 11.  Reorganise sub groups into the following groups, focussing on tasks to be completed for this week:  Sub group 1 – 2 full stack developers to finalise the application build.  Sub group 2 – 2 full stack developers to work on applying required improvements to the application build.  Sub group 3 – 2 application testers to test and report on application navigation and stability.  Placeholder Trello Link | 14/11  Unspecified time  30 – 60 minutes duration | 15/11 | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer |
| WEEK 12 SUB GROUP 1 – Finalise outstanding work to complete a working application  Discuss task collaboration.  Identify application components yet to be completed.  MVF 1 integrated and working.  MVF 2 integrated and working.  MVF 3 integrated and working.  MVF 4 integrated and working.  MVF 5 integrated and working.  Report any technical issues to the ‘application Integration Help and Technical Issues Log’ and reach out to team for assistance.  Placeholder Trello Link | 14/11 | 17/11 | Adam Mutimer  Full Stack Developer  Geoffrey Davis  Full Stack Developer |
| WEEK 12 SUB GROUP 2 – Apply required application refinements and improvements as reported by the testing team  Discuss task collaboration.  Apply improvements as outlined from week 11 testing.  Work with the testing team to establish application refinements and improvements.  Apply any important stability improvements  Apply any required application navigation improvements.  Report any technical issues to the ‘application Integration Help and Technical Issues Log’ and reach out to team for assistance.  Placeholder Trello Link | 14/11 | 19/11 | Adam Mutimer  Full Stack Developer  Zachary Williams  Full Stack Developer |
| WEEK 11 SUB GROUP 3 - Test and report on application navigation, bugs and stability  Discuss task collaboration.  Create a ‘Application Testing’ document in MS Teams and link to this Trello task.  Investigate a testing plan for testing application stability, navigation and finding bugs.  Add testing plan to the ‘Application Testing’ document.  Implement testing and record results.  Report findings into the ‘Application Testing’.  Investigate any changes that may need to occur for each prototype tested.  Report any changes that may need to occur into the ‘Application Testing’ document.  Reach out to development team for any immediate changes that may need to occur.  Tested application stability.  Tested Application navigation.  Tested for potential bugs.  Discuss application testing report in Thursdays team meeting.  Placeholder Trello Link | 14/11 | 17/11 | Matthew Wotton  Application Tester and Bug Reporting  Luca Pallas  Application Tester and Bug Reporting |
| Team meeting 2:  Discuss application development progress.  Discuss any issues hindering progress.  Discuss any issues raised in the ‘Application Integration Help and Technical Issues Log’  Discuss application testing report  Discuss final tweaks and refinements  Discuss preparing for project submission  Placeholder Trello Link | 17/11  @ 9pm (AEST) | 17/11  @ 10pm (AEST) | Matthew Wotton  Team Leader  Adam Mutimer  Senior Developer  Luca Pallas  Lead Bug Tester |
| Prepare for project submission  Identify and complete any outstanding tasks.  Promptly communicate to any team members with tasks left to complete.  Ensure all required documents and reports are ready for submission.  Placeholder Trello Link | 17/11 | 19/11 | Matthew Wotton  Project Manager  Zachary Williams  Assistant project manager |