Project Management 

This is the primary document that will give insight as to how the team will manage this project through development all the way to deployment.

As a team we have decided to use an Agile-Waterfall hybrid. We have come to this conclusion because of the fact that our circumstances match up very well with cherry picking Agile and Waterfall components, which will function like an adopted scrum method. This is because we will be organising weekly sprints and hold meetings once these sprints are completed.

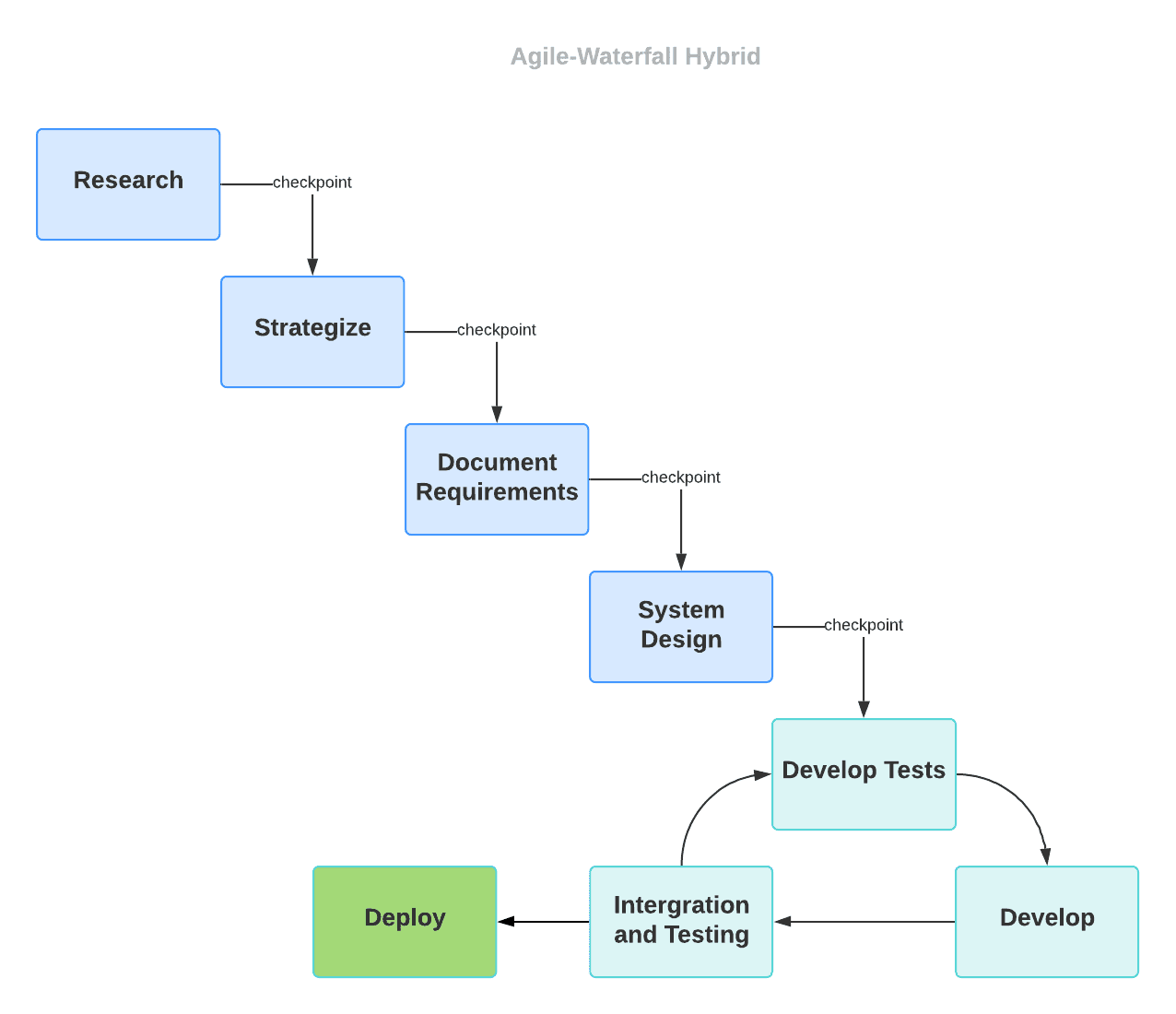
We, as a team, believe that taking the following list works best with Agile.

* Since there is no bureaucracy for the team
* With the requirement of fast deployment
* Fast feedback thanks to Miles Roman

And these work best with Waterfall

* The fact that this is a small project
* We know the requirements and they are unlikely to be massive changes
* A specific deadline

In the meetings before the 1-week sprint takes place, we will assign each team member tasks via Trello, through collaboration. We will also document the tasks inside the table in each weekly meeting document and update progress at the start of the next meeting so that we know how much progress has happened. This is in order to work efficiently whilst working remotely. We will also decide which tasks will be shared between members so that large tasks can be divided and worked together on. If a member is struggling with a certain task, other group members can provide support and feedback. We can also assign additional members to a task if need be. Below is a diagram to visually display our Software Development Cycle, showing specifically how our hybrid methodology will function.



# Planning, managing work and monitoring progress

In terms of planning our workload, our team will be using a software called Trello which is essentially a virtual notice board, that allows us to Prioritise our project in a visual way. On this we have created several categories, such as “Requirements”, “Tasks to do”, “Doing” and “Done”. The benefits of us adopting this software is that it updates live and keeps a log of who makes changes. In addition to this, you can assign members to a certain task which allows us to easily assign work.   
  
In terms of meetings, our group has settled on meeting 2 times a week which is compulsory: Tuesday 1-2pm and Wednesdays 6-9pm. These meetings will begin with a look at the Trello board to check the status of where everyone’s at with their workload, followed by a short stand up where we go around to everyone and they can discuss any issues they faced / facing, what's gone well etc. At the end of every meeting, we will also ensure the meeting documents have been filled out and the agenda for the next meeting has been filled out. Within this document is also a tasks table which keeps track of the tasks that have been assigned, the status of them and if they've been completed or not. One member will be responsible to then keep a record of these weekly documents and push them to the Gitlab space.

All of this, along with our Software Development Life Cycle will ensure our team functions perfectly remotely, as well as face to face.

# Communication Methods

KentSoft allows members to meet and collaborate via different forms of communication mediums. Our main way to have meetings will be via face to face in which every group member will be present so we can make key decisions together.

Some meetings will happen via conference calls on Facetime. As all our group members have an Apple device, everyone can use this service. However, we at KentSoft want to make it easier for any new member to seamlessly join our team which led us to keeping Skype as a backup option which all our members can easily transition to if the situation arises.

# Updating Project Progress

We at KentSoft will be using an excel sheet to document different metrics for our meetings. These will include total meeting duration (in hours) of every meeting combined in a week and the amount of meetings we have a week. We have a default number of meetings and meeting length (in hours) set for each week. We will set each recorded metric to 0 by default and then after a week has passed, one member who is assigned to updating the graph, will update the figures correctly by adding the recorded time. This will slowly build the chart to see where we met more than what was assigned to us or less so that we can reflect on our default set meeting frequency and duration and maybe change it to what the data says i.e increase the meeting duration if we are regularly meeting for longer than the set time.

# Documenting Decisions in Meetings

We will document the actual meeting locations times and dates via Doodle which can be viewed [here](../Assets/Doodle/AllMeetings.png).

However the agenda in the actual meetings will be documented as we go along to via Trello. This is to ensure we stay on schedule and organised whilst in our meetings. Trello will document our decisions in the form of creating tasks, allocating tasks and moving tasks in between the sectioned areas. You can see an example of this [here](../Assets/Trello/TrelloBoardScreenshot.PNG).

We decided to use Trello because it essentially backs-up every decision, as there is an activity section which documents the following:

* When tasks are created, documenting name, description and time.
* When tasks are moved from section to section
* Which users are assigned to which tasks
* Any comments to specific tasks

Along with all that, the time for all of this is recorded. As a way to confirm things decided in the meeting and keep track of tasks, we have also added a Weekly meeting document to fill out at the end of every meeting. This will ensure that everyone on the same page before leaving.

# Processing, record-keeping and reviewing ensure individual accountability for tasks?

The record-keeping and reviewing processes we have in place at KentSoft ensure individual accountability in a number of different ways. For example using Trello allows us to assign certain members to specific tasks so everyone can see what they themselves have been assigned to do as well as what other team members have been assigned to. It also allows us to set due dates and put tasks into separate categories such as what tasks need to be done, what tasks have been completed as well as when they were completed.

A meeting document which is produced for each meeting also includes a table showing what was done during the meeting as well as who did it. It also shows what team members need to do following the meeting.

Lastly, using GitLab allows us to ensure individual accountability as each member is responsible for what goes on in their own branch. It also allows us to review each other's work and before merging with the main branch that includes every team members work their is a request sent to all members to check the changes that are being made.

# 