Module 4.

1) Created it on paper, it came out pretty good and basic.

I used navigation and accessibility, Consistency for design and color. Grouping for stuff.

2) <https://www.figma.com/file/ddHFJCFInXvc3AMUlW9bdT/Untitled?type=design&node-id=0%3A1&mode=design&t=t2fvsE4hhhXTCCuB-1>

3) dall E is not available and version 3 is with money.

Module 5.

Module 5 – exercise

In our project we are going to follow the scrum approach by executing several sprints. They reason we are going to do go for this has many reasons. But the main reason is because if we follow this route is going to be more efficient when we are working with the project. It is going to make the project more understandable, and we can go back to fix any problems that would occur on our path.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weeks 1 – 2 | Week 3-4 | Week 5-6 | Week 7 | Week 8-9 |
| Understanding  Research  Discuss  Plan  Roles  Resources | Developing  Design  Discuss  Composition | Developing  Testing  Survey | changes  Usability  Documentation | Evolution  Documentation  Publish |

In **week 1 -2** we focus on understanding the project thoroughly before we jump straight to it. During our understanding of the project, we have to do our research on the project scope and objectives. In a group project is important to discuss, then we can new insights on things. We make a project plan based on our discussion. We give each other roles so things get effective, and people know what to do. Lastly we look at what resources we have and what we could get to improve our work.

**Week 3 - 4** we start to develop the site, utilizing the roles assigned withing our project. While developing the site we have people that could do the design. We can’t have an empty site so we have people who finds and fills in composition.

**Week 5 – 6** we continue to develop the site but not so much. We focus on testing what we already have before going to the finalizing the product. We showcase our target audience our work and ask them questions about our site because they are the ones who will be using it.

**Week 7** is only a week long because there so much we have accomplished during these weeks. We start to make changes based on what our target wanted and did not want. After that we can prepare ourselves for the documentation.

**Week 8-9** we evaluate our product as a group. We continue our work on documentation for our product. Then we are officially ready to publish our site.

Sprint  
This document is a template for students at PRO1000 USN to report their activities and reflections when  
conducting a Sprint, according to Agile software development approach. The document has four sections:

Section 1 - Meta information  
Team: Team based of four people that are trying to build a product  
Sprint number: 17  
Schedule: [08.15 – 19.00]

Section 2 – Sprint planning note  
2.1. Sprint goals  
Our goal is to design and develop an Coworking space for students at University of Southern Norway

In University of southern Norway, we don’t want to divide people from working together.

In this sprint, we empower students to have control over the design and functionality of their coworking space. They have the freedom to decide everything from the construction of the space to its funding. This space belongs to the students, and they are the ones shaping its future.

2.2. Definition of done  
The term “Done” is a word with four letters, easy to spell, easy to write, but hard to tell. When we say we are done is when we achieve the goals of the student-   
Example:  
• Fulfilled the requirements that was needed   
• Documentation was written   
• Website is functional for everybody  
• Membership and other function are easily visible  
• Available for different devises

• The performance tests passed  
• The problem on the website is fixed.  
• Reviewing the result with the group and it has been approved.

|  |  |  |  |
| --- | --- | --- | --- |
| Item Id | Item description | Size Estimation | Customer value |
| U01  U02 | If we need to employers, you would be able to send us an email and contact us  See all the menus, order and pay through the site | 7  20 | High  Medium |

2.3. Sprint backlog items

2.4. Kanban management board  
A screenshot of a computer

Description automatically generated

Section 3 – Sprint Review note  
3.1. Reflective summary  
  
**Participants:** Said, Anas, Benjamin, Masoud  
**Meeting duration, location:** Online meeting and School with 1 hour and 30 meeting   
**Summary of what is discussed:**

We have discussed how things would look like and what kind of design we are going design we are going for. We also had given each other roles for the new task. It resulted with that our with rest of missing task had been done faster and it was more organised.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Id | Item description | Estimation | Status | Demo |
| U01 | The Site has all the menus, easy to see. Good colours that grab the attention. Also, visible. | 5 | Almost Finished | Yes |
| U02 | Anyone can access the site, very easy to use. Buttons should work as normal. You can visit the site if you just want to see what we can make make, where we are located and our social media. | 3 | The Site is missing the small details | No |
| U03 | Text is clear and readable | 1 | Waiting on design and content | No |

We have some missing parts in our project as some team members had important meetings and other work commitments. Therefore, there are aspects that we haven't finished yet. We have created new schedules that align with our availability. Only small details remain unfinished, but we are confident that we will complete them on time. We are happy as group how its going to look like and the costumer would be pleased with it. U01 is almost finished probably finished by the time am writing this.

Section 4 - Retrospective meeting note  
  
**Start Doing:**  
• Having an pop up maybe once if there something they would like us to add  
  
• Making test on new functionality or old ones to see if they need to be fixed

• Organising better, so it looks like nice on GitHub (Kanban) also

**Stop Doing**  
• Not answering you should be available   
• stop procrastinating than delay addressing technical debt, as it can potentially escalate into larger issues down the line  
• Delaying the meeting times, can have a serious effect on our work

**Continue Doing**  
• Give each other roles and work  
• Help each other when we don’t understand the assignment

Module 6.

**Risk communication**

1. Technical Issues
   1. There might be technical challenges during the development phase, such as compatibility issues with different devices or browsers.
      1. Frequency: Medium
      2. Severity: High
2. Delay in Feedback
   1. If stakeholders are slow in providing feedback or approvals, it could delay the project timeline.
      1. Frequency: Low
      2. Severity: Medium
3. Resource Constraints
   1. If team members face unexpected time constraints or workload issues, it could impact project delivery.
      1. Frequency: Medium
      2. Severity: Medium
4. User Acceptance
   1. If the final website design and functionality do not meet user expectations, it may lead to low user adoption.
      1. Frequency: Low
      2. Severity: High

**Calculatiopn of risk score**

To calculate the risk score, we can use the formula: Risk Score = Frequency x Severity. Let's calculate the risk scores for each of the identified risks.

1. Technical Issues: Risk Score = Medium x High = 2 x 3 = 6

2. Delay in Feedback: Risk Score = Low x Medium = 1 x 2 = 2

3. Resource Constraints: Risk Score = Medium x Medium = 2 x 2 = 4

4. User Acceptance: Risk Score = Low x High = 1 x 3 = 3

**risk mitigation strategies.**

Based on the risk scores, we can prioritize our risk mitigation strategies. Here is a general strategy for risk resolution.

* Technical Issues
  + Regular testing and quality assurance throughout the development process to identify and address technical issues early on.
* Delay in Feedback
  + Implement clear communication channels and deadlines for feedback from stakeholders to ensure timely responses.
* Resource Constraints
  + Regular monitoring of team workload and proactive allocation of resources to prevent bottlenecks.
* User Acceptance
  + Conduct user testing and gather feedback at various stages of development to ensure the final website meets user expectations.

**Communication plan**

By proactively addressing these risks and having mitigation strategies in place, we can minimize their impact on the project timeline and success. to ensure the final website meets user expectations.

1. Communication Type: Email Updateso Audience
   1. Project Team (Developers, Designers, Project Manager)
   2. Required Instruments: Email
   3. Frequency: Weekly
   4. Approach: Provide updates on project progress, discuss any challenges, and assign tasks for the upcoming week.
2. Communication Type: Stakeholder Updates
   1. Audience: Project Stakeholders (University Management, Current Tenants, Potential Members)
   2. Required Instruments: Email
   3. Frequency: Bi-weekly
   4. Approach: Share project milestones, gather feedback, and address any concerns or suggestions from stakeholders.
3. Communication Type: Team Meetings
   1. Audience: Project Team
   2. Required Instruments: Video Conferencing Tools (Zoom, Microsoft Teams)
   3. Frequency: Bi-weekly
   4. Approach: Conduct virtual meetings to discuss project status, address any issues, and collaborate on tasks.
4. Communication Type: Usability Testing Updates
   1. Audience: Students participating in usability testing
   2. Required Instruments: Email
   3. Frequency: As needed
   4. Approach: Provide instructions for usability testing, gather feedback on the landing page and booking function, and address any issues raised during testing.
5. Communication Type: Progress Reports
   1. Audience: Project Manager
   2. Required Instruments: Written Reports
   3. Frequency: Monthly
   4. Approach: Summarize project progress, highlight achievements, and outline upcoming goals and tasks.

By implementing this communication plan, we aim to ensure effective collaboration, transparency, and alignment among team members, stakeholders, and testing participants throughout the project timeline.