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Project management

We will manage our project by using a variety of project management methods, using the agile approach. In order to manage our time, we will create a timetable, in this timetable we will have meetings for the group to attend throughout the week, which will make up our sprints. We will have review meetings, setup meetings and work meetings. Together, these will be used to distribute tasks, assess tasks and make group decisions for the direction of the project as a whole. The timetabling will be implemented by using a shared google calendar between the group, we chose to use this as every member has a google account, and the tool is easy and reliable to use.

Setup meetings will be used to divide the project into tasks, create acceptance tests and assign tasks to people for the sprint

Review meetings will be used to monitor the progress of the project, while the general group/work meetings will be used for actually working on documentation and writing code for the project. For certain elements of the project we will be able to work from home using tools such as GitLab and GoogleDocs, this will allow us to be able to work outside of university if desired or required.

For communication, we will be using face to face review meetings for in depth discussion about the project. However we will also be using a WhatsApp group chat so that the team can communicate off campus. Using this we can discuss availability for meetings, and to notify of urgent problems if encountered.

Due to the small scale and nature of this project we believe there will be issues of working concurrently. The majority of time will be spent either working together as a whole group or in pairs for programming, because of this we believe that using a Gantt chart will not be appropriate, as the chart will likely only be one or two continuous blocks. Therefore, instead we will be using a hard schedule with meetings on Wednesdays,Fridays and Tuesdays (These days were decided as best by everyone in the group during our very first meeting). Along with a list of tasks that must be completed by each individual/pair before the next meeting. Whilst this style of scheduling is fairly free compared to a Gantt chart we believe this is advantageous due to how hectic university students schedules are, as it allows us to make scheduling changes on the fly in case of an emergency or even just a time table change when another term begins and class/lecture times are changed. We will also have scheduled pair programming sessions, but these are decided by each pair on a weekly basis.

Meeting minutes will be documented by using a shared google document which all members of our team can view. The minute keeping will be signed off by everyone at the end of the meeting to prove acknowledgement of the task they have to do and the timeline to do it. Gitlab also allows us to know if people are working on their tasks, by their commits. We will use these meetings to document our decisions that arise from the meetings

Our overall management strategies will naturally allow us to account for the loss or gain of a new member. We will be using gitlab for the future stages involving programming, this will

allow us to schedule individual small tasks and assign them to each member. As these tasks will be fairly small and mostly unrelated it will be easy to re-assign them in the event of a member change/emergency. For the non-programming tasks we will be using google software, such as docs. This allows us to centralise all of our work through the share function, so a new member will be able to view all of our work and catch up fairly quickly. Using google software also allows us to work on the same document simultaneously, so in the event a member leaves, the other members will be able to work together to split the workload and finish the task.