Module	Portfolio	Assessment Type
Collaborative Development (5CS024)	1	Individual Report

Restaurant Management System

Project Manager

Student Id   : 2329810

Student Name   : Ananda Neupane

Section   : L5CG2

Group   : L5CG2 Group A

Module Leader   : Biraj Dulal

Instructor   : Shekhar KC

Acknowledgement

Despite of my own dedication and research efforts for this project, I am grateful to my college for providing me with the opportunity to learn and grow on this team-based project. I want to express my deep gratitude to my tutors for their unwavering support and guidance throughout this project. Their expertise and encouragement were instrumental in helping me navigate challenges and achieve success. Additionally, I extend my heartfelt thanks to my dedicated team members whose collaboration, diverse perspectives, and collective effort were crucial in realizing our project's objectives. This project's completion and success were made possible by their invaluable contributions and teamwork.

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1. Self-appraisal form

Student number	2329810	Name	Ananda Neupane
Project	Restaurant Management System	Date	22th April, 2024
Role	Project Manager	Team	L5CG2 [Group A]
Sprint (1 or 2)	1		

Personal objectives – performance measurement

Objectives	Evidence provided (E.g. appendix A, file name etc.)	Evaluation Student / tutor	
Risk Analysis Report	As a new team working together, we faced various challenges in our project. These included problems with communication, difficulties in managing versions of our work, and the need to learn new programming languages. We tried different approaches to deal with these challenges and make sure they didn't delay the date of project completion. Here, I have uploaded images of the risk log and risk matrix as evidence. Details: Risk Analysis report		
Tutor feedback:			
Project and People Management	Being just a mere student and taking this huge responsibility of project manager was note a joke. There were a lot of hurdles needed to deal during project. Managing my new friends in the team was challenging, but everyone's efforts were impressive. Everyone worked hard to collaborate and help each other in every possible way. Here, I have uploaded some images from Jira, that will clarify for the project and task division.		

	Details: Project And People Management		
Tutor feedback:			
		/50	/50

2. Collaboration Document

Good communication and file sharing
Communication was the main thing that made this project success. For formal communication we have create a google space named after hospitality hub, where we post our file sharing, initiation of tasks, completion of tasks, bugs and tasks completed message after proper code reviewed. And moreover, for some inter-group discussion, we were using another space under name of informal chat. Moreover, you can enquire the evidence here: Good communication and file sharing
Continuing Personal Development (CPD)
Managing the team as a project manager was challenging, particularly with new members. I enrolled in online courses on platforms like Great Learning to improve my skills. Additionally, I learned effective team management techniques from a project management YouTube channel, which greatly aided in completing tasks successfully. More proof can be seen here: Continuing Personal Development (CPD)
Issue tracking
Effective issue tracking is the backbone of successful project management, providing a detailed record of challenges, tasks, and solutions. It fosters smooth teamwork, aids in decision-making, enables early problem detection, and promotes continuous learning from past mistakes. We generally use the comment section as our issue tracking and very few were found as bug, as many of the issue were resolved before pushing the code. More proof can be seen here: Issue tracking

Appendix A

3. Risk Analysis Report

Risk analysis in project management is a methodical assessment of possible uncertainties, their likelihoods, and how they might affect project goals. It includes identifying, evaluating, prioritizing, and managing risks to improve project outcomes and reduce negative effects. This approach supports informed decision-making, efficient risk management plans, and proactive actions to deal with uncertainties from start to finish in a project's journey. (Yasar, 2020)

Moreover, let's dive into the risk management processes you applied during your project. We'll break down the discussion into three major parts: risk identification, risk likelihood, and risk mitigation. Let's start with the illustrations.

3.1.   Risk identification

Risk ID	Risk Statement
R-01	As a result of limited experience with the Django framework, difficulties in implementing complex functionalities may occur, leading to potential delays in project delivery and increased development time.
R-02	As a result of evolving requirements or additional features requested by stakeholders during the project execution phase, there is a risk of scope creep, which may lead to project delays and increased resource utilization
R-03	As a result of insufficient backup and disaster recovery plans, there is a risk of data loss and system downtime, impacting business operations.
R-04	As a result of inconsistent commits and pull ups on git, there will be delay on work, dispute on work division leading to conflit among developers
R-05	As a result of the backend progressing faster than the frontend development, there is a risk of integration delays and mismatched functionalities, leading to inconsistencies in system behavior and user experience.
R-06	As a result of lack of miscommunication within the team, the risk of inability to assign proper tasks to developers may occur, leading to delays and inefficiencies in project execution.
R-07	As a result of developers having distinct skills in HTML, CSS, and backend development, there is a risk of task misalignment or inefficiencies in task assignment, leading to potential delays and inconsistencies in project execution.

Figure 1: Identification of risks

In our project of restaurant management system, developers face several key risks. Limited experience with Django poses challenges in implementing complex functionalities, potentially causing delays and increased development time. The evolving nature of requirements and stakeholder requests during project execution introduces the risk of scope creep, leading to

project delays and higher resource utilization. Insufficient backup and disaster recovery plans heighten the risk of data loss and system downtime, impacting business operations.

Inconsistent commits and pull requests on Git create potential delays and disputes among developers, affecting work division and collaboration. The faster progress of backend development compared to frontend poses integration risks, potentially causing inconsistencies in system behaviour and user experience. Miscommunication within the team increases the risk of improper task assignments, resulting in inefficiencies and delays in project execution. Additionally, the diverse skill sets of developers in HTML, CSS, and backend development raise concerns about task alignment and efficiency, which could lead to delays and inconsistencies in project delivery. These risks highlight the importance of effective risk management and communication strategies to mitigate potential challenges and ensure the successful delivery of the Dine Ease project.

3.2. Risk likelihood

Risk ID	Probability	Impact	Risk Score
R-01	5	5	25
R-02	4	4	
R-03	4	3	12
R-04	4	4	16
R-05	3	5	15
R-06	3	4	12
R-07	4	5	20

Figure 2: Risk likelihood in risk log

4

Figure 3: Risk Matrix

The risks identified in the project are evaluated based on their Probability and Impact to calculate a Risk Score. R-01 stands out with a high score of 25 due to its high probability and impact, highlighting the challenge posed by limited experience with Django. R-02 and R-04 present moderate risks, lacking specific details but carrying moderate probabilities and impacts. R-03 and R-06 both score 12, indicating moderate concerns possibly related to evolving requirements causing scope creep and Git-related delays, respectively. R-05 indicates a potential for data loss and system downtime, scoring 15 due to its high impact despite a lower probability. R-07, with a score of 20, signals significant risk attributed to miscommunication within the team, impacting task assignments and project efficiency. These risk assessments underscore the need for proactive risk management strategies, particularly in areas like technology familiarity, requirement management, communication, and backup protocols, to ensure smoother project execution and mitigate potential setbacks.

3.3.   Risk mitigation

Risk ID	Response Type
R-01	Mitigate
R-02	Mitigate
R-03	Mitigate
R-04	Mtigate
R-05	Mitigate
R-06	Accept
R-07	Mtgate

Figure 4: Risk response type

Risk ID	Mitigation Plan
R-01	1. Watching youtube videos to enhance their knowledge and skills in Django. 2. Allocate additional resources or seek external expertise to support the team in overcoming implementation challenges.
R-02	1. Define and fix project scope early. 2. Implement change control procedures for handling scope changes. 3. Educate stakeholders about the impact of scope changes on project timelines and resources.
R-03	1. Develop and regularly test backup and recovery procedures. 2. Train staff on emergency response and disaster recovery protocols.
R-04	1. Establish clear guidelines and best practices for version control usage might take help from internet. 2. Conduct regular code reviews within team and quality checks to ensure consistency.
R-05	1. Coordinate closely between backend and frontend teams to align development timelines. 2. Prioritize frontend development tasks to catch up with backend progress.
R-06	1. Develop clear and detailed task descriptions with well-defined objectives, requirements, and deadlines. 2. Conduct regular team meetings to discuss project progress, task assignments, and any challenges faced by developers. 3. Provide training or support to developers on task prioritization, time management, and collaboration strategies.
R-07	1. Develop a clear task allocation strategy based on developers' skills and expertise in HTML, CSS, and backend development. 2. Encourage developers to take sessions from youtube or explore different website and build basic skills as full stack.

Figure 5: Risk mitigation plan

Our project team has outlined comprehensive mitigation strategies for each identified risk. To address the challenge of limited experience with Django (R-01), they will leverage YouTube tutorials for skill enhancement, allocate extra resources, and break down complex tasks. For managing scope creep (R-02), the team will define and fix project scope early, implement change control procedures, and educate stakeholders about scope impact. To mitigate the risk of insufficient backup plans (R-03), they will develop and test backup procedures regularly and train staff on disaster recovery protocols. Clear version control guidelines and regular code reviews (R-04) are planned to ensure code consistency. Coordination between backend and frontend teams (R-05) and improved task descriptions and meetings (R-06) aim to streamline development processes. Finally, a clear task allocation strategy based on developer skills (R-07) and encouraging skill-building activities will enhance project efficiency. These strategies demonstrate a proactive approach to risk management and emphasize collaboration, communication, and continuous improvement within the project.

3.4.   Conclusions

To conclude, Risk analysis can be quite challenging, especially when the team lacks full qualification in this area. Initially, we struggled to identify risks at the project's onset, but as we progressed, we became better at pinpointing potential risks. While there are likely many risks we may face in the future, we've attempted to outline a few that could arise soon in our project.

4. Project and people management

Project and people management are essential components of successful project execution. Project management focuses on planning, organizing, and controlling project activities to achieve specific objectives within constraints like time, cost, and scope. It involves tasks such as defining project goals, creating schedules, allocating resources, monitoring progress, and managing risks. On the other hand, people management involves leading and supporting individuals within the project team. This includes tasks like staffing, training, motivating, and resolving conflicts among team members. Effective people management involves collaboration, boosts morale, and enhances productivity, contributing significantly to project success. Both project and people management are interconnected, with effective communication and leadership being crucial for coordinating tasks, aligning team members with project goals, and overcoming challenges throughout the project lifecycle. (thread, 2024)

5.1.   4.1. Jira

For our project, we are using project management tool named as 'Jira'.

Figure 6: Jira 01

Figure 7: Jira 02

Figure 8: Jira 03

During the initial sprint, our three developers specialized in HTML, CSS, and Django, streamlining task allocation based on their strengths. Assigning main responsibilities ensured focused completion. Despite some challenges with story timing initially, team collaboration and peer pressure drove timely task completion. Coordination was smooth, leading to effective progress. In this sprint, we categorized tasks into three main epics, each with smaller stories and further divided into frontend, backend, and database tasks. This structured hierarchy made it easier to track progress and manage tasks efficiently, ensuring systematic project handling. Overall, our approach emphasized individual strengths, teamwork, and structured organization, contributing to successful task management and project progress during the sprint.
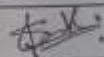
5.2. 4.2. Meeting minutes

Here are proof for meeting minutes

4.2.1. Sprint Kick off

Sprint Kick-off

Meeting number: 1

Location: Lab-04, Patan, HCK Block

Date: 18th March 2024

Time: 8:00 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	
Stakeholder	Shekhar KC	

Agenda:

- BA discuss all requirements with clients
- Discuss requirements and scope for enhancing the restaurant dining system.
- Review initial ideas and concepts from the business analyst and developers.
- Assign action items and set timelines for the next steps.

Figure 9: Meeting minutes 1 a

12

Discussion points:

- Business analyst delivers the requirements and goals for the project.
- Key areas were Dine-in, take away, pre-booking, order management, and daily report.
- Initial ideas for UI and UX by our developers.
- Maintain documentation for projects in the Jira site.

Action points:

Task list	Owner(s)	Status
Finalize requirements backlog	Smriti Karki	To-do
Create low-fi wireframes for the website	Smriti Karki	To-do
Initial ideas for UI and wire frames.	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	To-do
Calculate story time over story's provided by BA	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	To-do
Manage sprint backlog for two weeks and kick-off sprint	Ananda Neupane	To-do

Next meeting:
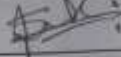
Date: 21ᵗ March 2024
Time: 10:30 PM
Venue: Learning zone

Figure 10: Meeting minutes 1 b

4.2.2. Team Meeting

Team meeting

Meeting number: 2

Location: Learning zone, Wolverhampton block

Date: 21ᵗ March 2024

Time: 10:30 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	

Agenda:

- Review the work progress.
- Monitor the product backlog and modify as required.
- Review the sprint planning of the first sprint.
- Check thoroughly over wireframe from BA by Developers.

Figure 11: Meeting minutes 2 a

Discussion points:

- Review finalized requirements backlog.
- Discuss initial UI/UX concepts and wireframes proposed by the developers.
- Assign tasks based on the sprint backlog.
- Set timelines for task completion and sprint kick-off action points.

Action points:

Task list	Owner(s)	Status
Review and finalize UI/UX concepts and wireframes.	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	To-do
Develop core functionalities for the dine-in booking system.	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	To-do
Implement user authentication and profile creation.	Toya Bahadur Chaudhary, Piyush Phuyal	To-do
Landing page and UI works	Adam Pokhrel	To-do
Prepare for sprint kick-off and backlog refinement.	Ananda Neupane	To-do

Next meeting:

Date: 25ᵗʰ March 2024
Time: 08:00 AM
Venue: Lab–04 Patan, HCK block
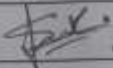
Figure 12: Meeting minutes 2 b

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4.2.3. Team Meeting

Team meeting

Meeting number: 3
Location: Learning zone, Wolverhampton block
Date: 28ᵗʰ March 2024
Time: 10:30 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	

Agenda:

- Review the work progress.
- Update over last issue and address new issue if any.
- Reason for delays at work.
- Build a risk log and risk matrix

Discussion points:

- Status update on tasks and milestones achieved since the last meeting.
- Highlight any major accomplishments or completed deliverables.
- Discuss what happened with the last problem we faced and how we solved it.

Figure 13: Meeting minutes 3 a

- Address any new issues that have emerged since the last meeting and assign responsibilities for their resolution.
- Identify specific reasons for any delays in work or missed deadlines.
- Discuss strategies to overcome these delays and improve productivity.
- Identify potential risks and uncertainties related to the project.
- Prioritise risks based on their impact and likelihood, and develop mitigation plans for each identified risk.

Action Points:

Task list	Owner(s)	Status
Review and finalize UI/UX concepts for next stories	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	In- progress
Complete all the remaining stories and database works	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	In-progress
Monitor the database change to POSTGRESQL.	Toya Bahadur Chaudhary, Piyush Phuyal	To-do
Discuss for risks and create log	Ananda Neupane, Smriti Karki, Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	In - progress
Review the done tasks and post bug if found	Smriti-Karki	To-do
Build Communication plan and Risk log	Ananda Neupane	In - progress

Next meeting:

Date: 1ˢᵗ April 2024
Time: 08:00 AM
Venue: Lab-04 Patan, HCK block
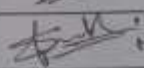
Figure 14: Meeting minutes 3 b

4.2.4. Client Meeting

Client Meeting

Meeting number: 4

Location: Lab-04, Patan, HCK Block

Date: 1st April 2024

Time: 8:00 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	
Stakeholder	Shekhar KC	

Agenda:

- Team meeting with client
- Getting feedback over prototype
- Addressing modifications if added
- Review old tasks and start the next task.

Figure 15: Meeting minutes 4 a

Discussion points:

- Discuss the key features and functionalities to be demonstrated.
- Prepare a structured demo or walkthrough of the site.
- Present the prototype to stakeholders for feedback.
- Discuss ways to incorporate feedback into the prototype effectively.
- Clearly define the scope and boundaries of the issue or problem.
- Identify the root cause of the issue and its impact on the project.
- Review completed tasks and milestones to assess progress.
- Plan and prioritize the next set of tasks based on project priorities and timelines.

Action points:

Task list	Owner(s)	Status
Confine the updates received from clients	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	To-do
Start new tasks if old completed	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	In-progress
Review risk log	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel, Ananda Neupane, Smriti	To-do
Review the code completed from developers	Smriti Karki	In-progress
Review the Jira board and monitor collaboration within team	Ananda Neupane	In- Progress

Next meeting:

Date: 4th April 2024
Time: 08:00 AM
Venue: Lab-04, Patan

Figure 16: Meeting minutes 4 b

4.2.5. Team Meeting

Team meeting

Meeting number: 5

Location: Learning zone, Wolverhampton block.

Date: 4th April 2024

Time: 10:30 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	

Agenda:

- Review the work progress.
- Check for updates done after client's requirements.
- Build risk log within team

Figure 17: Meeting minutes 5 a

Discussion points:

- Every work was done accordingly.
- The previous task was not finished as an issue with database connectivity.
- Data was lost from one developer side and continued from the last backup file.
- BA didn't have any issue within the code.

Action points:

Task list	Owner(s)	Status
Complete on-going tasks	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	In-process
Handle database connection	Piyush Phuyal, Toya Bahadur Chaudhary	In-progress
Perform tests in the done tasks	Smriti Karki	In-progress
Manage the backlog with proper stories	Smriti Karki	In-progress
Maintain the Jira board and monitor git commits	Ananda Neupane	To-do

Next meeting:

Date: 8ᵗʰ April 2024
Time: 08:00 AM
Venue: Lab-04 Patan, HCK block

Figure 18: Meeting minutes 5 b

4.2.6. Client Meeting

Client meeting

Meeting number: 6

Location: Lab-04, Patan, HCK block

Date: 8ᵗʰ April 2024

Time: 8:00 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	
Stakeholder	Shekhar KC	

Agenda:

- Review the work progress.
- Feedback from client
- Monitor the use of version control
- Talk about the bugs encountered
- Complete the sprint 1 in 4 days.

Figure 19Meeting minutes 6 a

Discussion points:

- Every work was done accordingly.
- The previous task was not finished as an issue with database connectivity.
- Certain changes were asked to be made from the client.
- Irregular pushes were seen into the main branch.
- Internal conflict was solved between developers about unfinished tasks.
- Some bugs were reported from BA.
- Requirement of sprint 1 was targeted to complete within 4 days.

Action points:

Task list	Owner(s)	Status
Complete on-going tasks	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	In-process
Complete all the criterias and do sprint review	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	To-do
Perform tests in the done tasks	Smriti Karki	In-progress
Report the bugs	Smriti Karki	In-progress
Maintain the Jira board and planning for next meeting	Ananda Neupane	To-do

Next meeting:

Date: 11ᵗʰ April 2024
Time: 10:30 AM
Venue: Learning zone, Wolverhampton block

Figure 21: Meeting minutes 6 b

4.2.7. Team Meeting

Team meeting
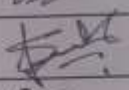
Meeting number: 7

Location: Learning zone, Wolverhampton block

Date: 11ᵗʰ April 2024

Time: 10:30 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	

Agenda:

- Review the work progress.
- Last check for risk log
- Planning for the final presentation.
- Make zip file of completed sprint

Figure 22Meeting minutes 7 a

24

Discussion points:

- Every work was done accordingly.
- Most of the acceptance criteria were met.
- Review the risk log to ensure all potential risks have been identified and assessed.
- Last check for complete run of the program.
- Determine the key points and content to be mentioned during the presentation.
- Compile all the deliverables into a zip file.

Action points:

Task list	Owner(s)	Status
Review the risk log	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel, Ananda, Smriti	Done
Last Check for Complete Run of the Program	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	Done
Determine key points and content for presentation	Ananda Neupane, Smriti Karki	Done
Compile Deliverables into a zip file	Ananda Neupane	To-do

Next meeting:

Date: 12ᵗʰ April 2024
Time: 8:00 AM
Venue: Lab-04, Patan, HCK block
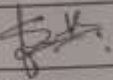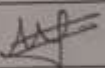
Figure 23Meeting minutes 7 b

4.2.8. Sprint Review

Sprint review

Meeting number: 8

Location: Lab-04, Patan, HCK block

Date: 12ᵗʰ April 2024

Time: 8:00 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	
Stakeholder	Shekhar KC	

Agenda:

- Welcome message and team introduction
- Demo of Completed work
- Review of Sprint goals
- Feedback and Discussion
- Next steps and Planning
- Fill up action items as modified requirements

Figure 24Meeting minutes 8 a

Discussion points:

- Mention the purpose of sprint review meeting
- Present up-to-date functionality of project
- Highlight key achievements, completed user stories and challenges overcome
- Discuss about initial sprint goals set during sprint planning
- Evaluation of whether goals was successfully met or not
- Gather feedback from stakeholders and client
- Strength, weakness and area of development for the sprint was noted
- Discussion on priorities for the next sprint based on feedback.
- Review and upgrade action points based on discussions and feedback during review

Action points:

Task list	Owner(s)	Status
Modify the table reservation page according to feedback	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel	In-process
Work on UI for pages, ensuring easy usable	Toya Bahadur Chaudhary, Adam Pokhrel	To-do
Start backlog planning for next sprint	Smriti Karki	In-progress
Collaboratively create wireframes with developers	Piyush Phuyal, Toya Bahadur Chaudhary, Adam Pokhrel, Smriti	To-do
Prepare communication plan and add modify risk log for additional concerns	Ananda Neupane	To-do

Next meeting:

Date: 15ᵗʰ April 2024
Time: 8:00 AM
Venue: Lab-04, Patan, HCK block
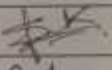
Figure 25Meeting minutes 8 b

4.2.9. Sprint Retrospective

Retrospective meeting

Meeting number: 9

Location: Learning zone, Wolverhampton block

Date: 14ᵗʰ April 2024

Time: 10:30 AM

Attendance

Role	Name	Signature
Project Manager	Ananda Neupane	
Business Analyst	Smriti Karki	
Developer	Piyush Phuyal	
Developer	Toya Bahadur Chaudhary	
Developer	Adam Pokhrel	

Agenda:

- Reflect on the completed sprint
- Identify what went well and areas for improvements
- Plan effective steps to enhance team spirit for more managed future sprints

Discussion points:

- Review achievements and challenges from the sprint.
- Evaluate the success of sprint goals and tasks.
- Discuss feedback from team members over collaboration, workings and tools use

Figure 26:Meeting minutes 9 a

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What went well	What to improve	Action points
Regular communication among team members	Criteria for each user stories must be clearly written	Ensuring all of criteria are clearly mentioned before assigning
Coordination of code went well using version control	All members must be together throughout the meeting.	Effective collaboration between team members through online platform like zoom
Frequent code review gave us valuable insights	Collaboration and communication between developers might be made better	Try to eliminate unnecessary meetings and focus more on coding
Successful adaptation to new technologies like Django and postgre SQL	Each story and people should be divide accordingly i.e. not everyone on same story	Take time to calculate story size for the tasks
	Use a more accurate way of calculating story size	
	Team should focus more on non-functional and usability requirements	

Next meeting:

Date: 18th April 2024
Time: 09:00 PM
Venue: Lab-04 Patan, HCK block

Figure 27: Meeting minutes 9 b

5.3. 4.3. Communication management

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliveries
Sprint Kickoff Meeting	Introduce the project objectives and project team.	Face to face	Once	Project Team, Stake holders, Client	Project manager	Agenda, Meeting minutes
Stand up	Daily progress of project, issues, risks	Face to face	Daily - 9:00 AM	Project Team	Project manager	NA
Project team meeting	Checking of sprint progress	Face to face	Weekly	Project team	Project manager	Agenda, Meeting minutes
Client-team meeting	Demo of status of project	Face to face	Weekly	Project Team and Client	Project Manager	Agenda, Meeting minutes
Sprint review	Final presentation of project	Prentation, face to face	Once	Project Team, Stake holders, Client	Project manager	Slides

Figure 28: Communication plan

This is the image of communication plan I purposed for this project. We were doing daily stand up of 15 minutes every morning 9 AM, where we used to discuss the updates of the works and challenges faced and measures taken to encounter them. And also once a week, we used to have a team meeting, where we take decisions for the starting of next tasks, how was the code review, was there bugs presented and many more. And also, a client meeting weekly, where we used to refine the backlog and demonstrate the on-going project for necessary modification.

Figure 29:Google calendar schedule

Here, is the schedule in google calendar for our respective meetings. I make an automated male to remind our team before a day and 10 minute earlier of meeting to notify our team for the meeting. Generally, we used held team meeting on Thursday and client meeting on Monday to track the performance of the project. The tasks were assigned and code were reviewed to ensure the need of changes on ongoing process.

5.4.   4.4. Attendance report:

Date	Meeting number	Ananda Neupane	Toya Chaudhary	Piyush Phuyal	Adam Pokhrel	Smriti Karki	
03/18/2024	Meeting 01	P	P	P	P	P	
03/21/2024	Meeting 02	P	P	P	P	P	
03/28/2024	Meeting 03	P	P	P	P	P	
04/01/2024	Meeting 04	P	P	P	P	P	
04/04/2024	Meeting 05	P	P	P	P	P	
04/08/2024	Meeting 06	P	P	P	P	P	
04/11/2024	Meeting 07	P	P	P	P	P	
04/12/2024	Meeting 08	P	P	P	P	P	

Figure 30: Attendance report

This image represent the attendance report of different meeting of sprint 1 for this project. There was no absentee for meeting. But sometimes we need to leave early for some reasons and have to postponed our agenda for daily standup and complete our remaining tasks there.

5.5.   4.5. Conclusion

Overall, there were a lot of hurdles needed to deal during project. Managing my new friends in the team was challenging, but everyone's efforts were impressive. And all the things were prescheduled to be done later, that one was also key aspect, so that everyone was rushing to complete the task before deadline. Everyone worked hard to collaborate and help each other in every possible way. Every presence for collaborative work was main key for the success of project.

Appendix B

6. Evidence of good collaboration

Collaboration refers to the process of working together with others to achieve a common goal or objective. It involves sharing ideas, resources, and responsibilities in a cooperative manner to leverage each person's strengths and expertise. Effective collaboration fosters communication, teamwork, and synergy, leading to improved productivity, creativity, and problem-solving. It is essential in various contexts, including projects, teams, organizations, and partnerships, to achieve success and drive innovation. (Aiim, 2023)

6.1. Good communication

In project management, communication is a critical factor for success. It involves conveying project objectives, requirements, progress, and issues among team members, stakeholders, and relevant parties. Effective communication ensures everyone is aligned with project goals, understands their roles and responsibilities, and stays informed about project developments.
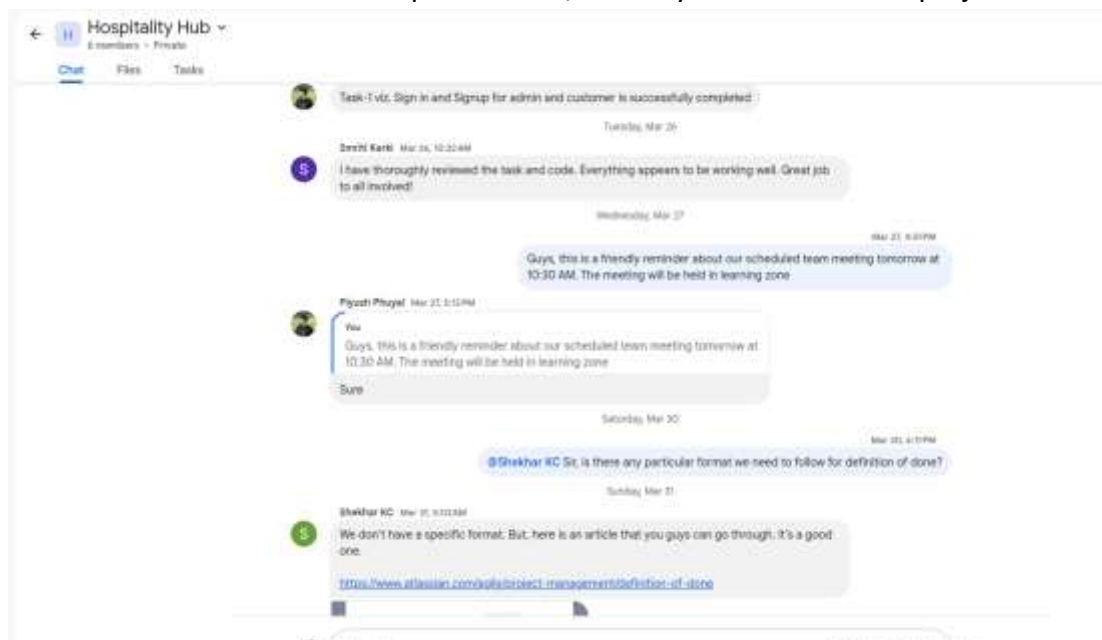
Figure 31: Google Space chat
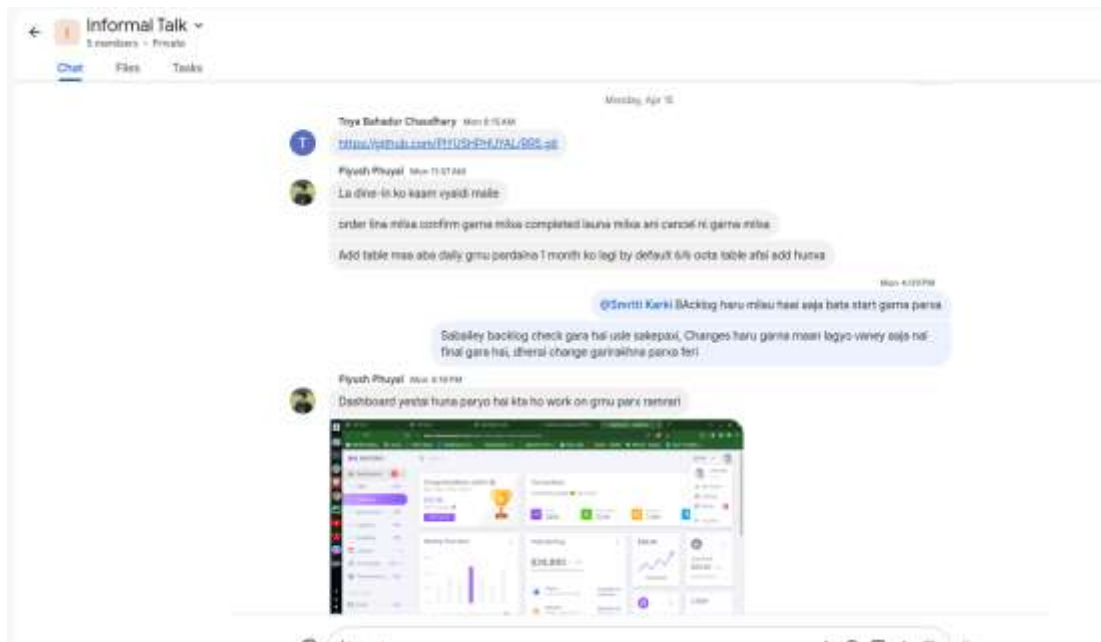
Figure 32:Google Space Chat

Effective communication played a pivotal role in achieving successful project completion. To facilitate communication, we created two Google Spaces: one for formal discussions with stakeholder and client and another for informal chats between team. These spaces greatly contributed to project discussions and collaboration, enhancing overall communication within the team. Additionally, personal chats were utilized to boost personal achievements, acknowledge team members' contributions, and discuss internal decisions regarding what practices are appropriate and what should be avoided.

Figure 33: Glimpse of Daily stand up

Here's another image of one of our daily standup meetings, conducted at 9 pm every night. During these meetings, we discuss the day's progress, identify any risks that occurred, and share insights on how we tackled previous risks.
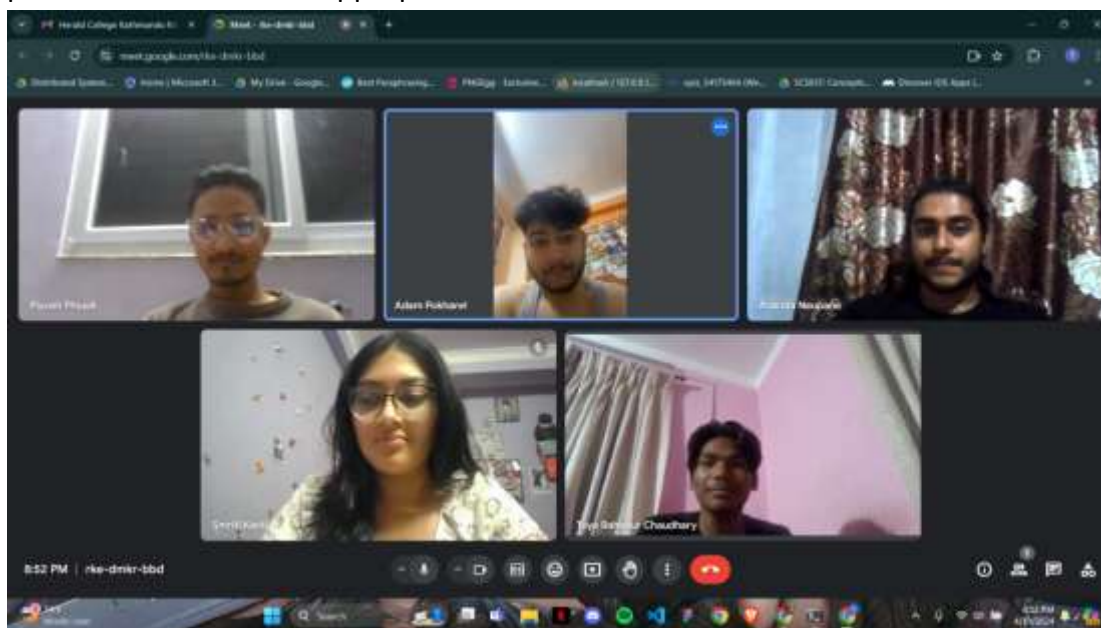
6.2. File sharing

In project management, file sharing plays a crucial role in facilitating collaboration and information exchange among team members, stakeholders, and project resources. It allows for the seamless sharing of project-related documents, data, and resources, regardless of geographical locations. File sharing platforms or tools are used to store, organize, and distribute project files securely, ensuring that team members have access to the most up-to-date information. This enhances communication, coordination, and productivity within the project team, leading to efficient project execution and delivery.

In general, we used to share the necessary files like wireframes, other regular progress files inside our space chat.
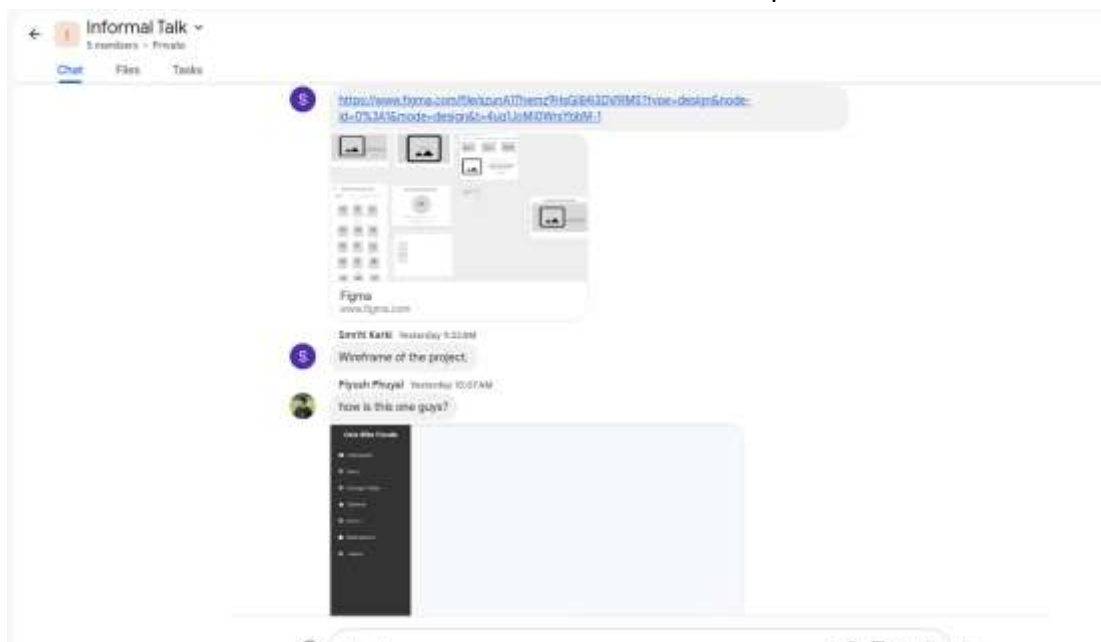

Figure 34: File sharing in chat

This is one of the screen shot where we share the wireframe and other ui ideas within our team.
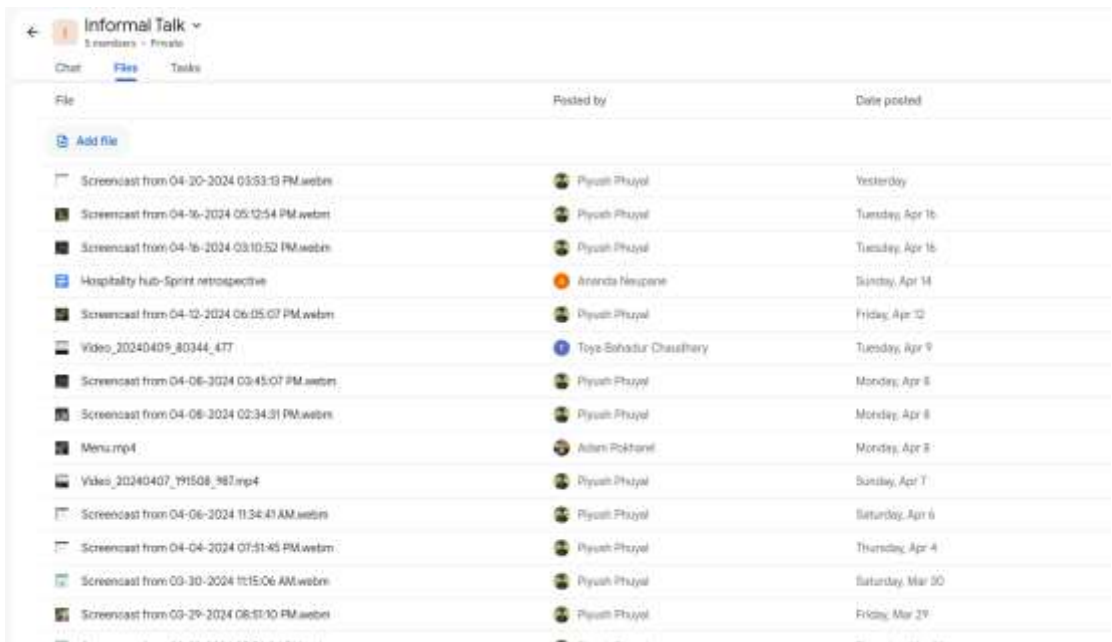
Figure 35: File shared

These are other files that we shared .

And for the code transfer between developers we use github, where they use regular commits, push and pull to receive regular update in the project code.
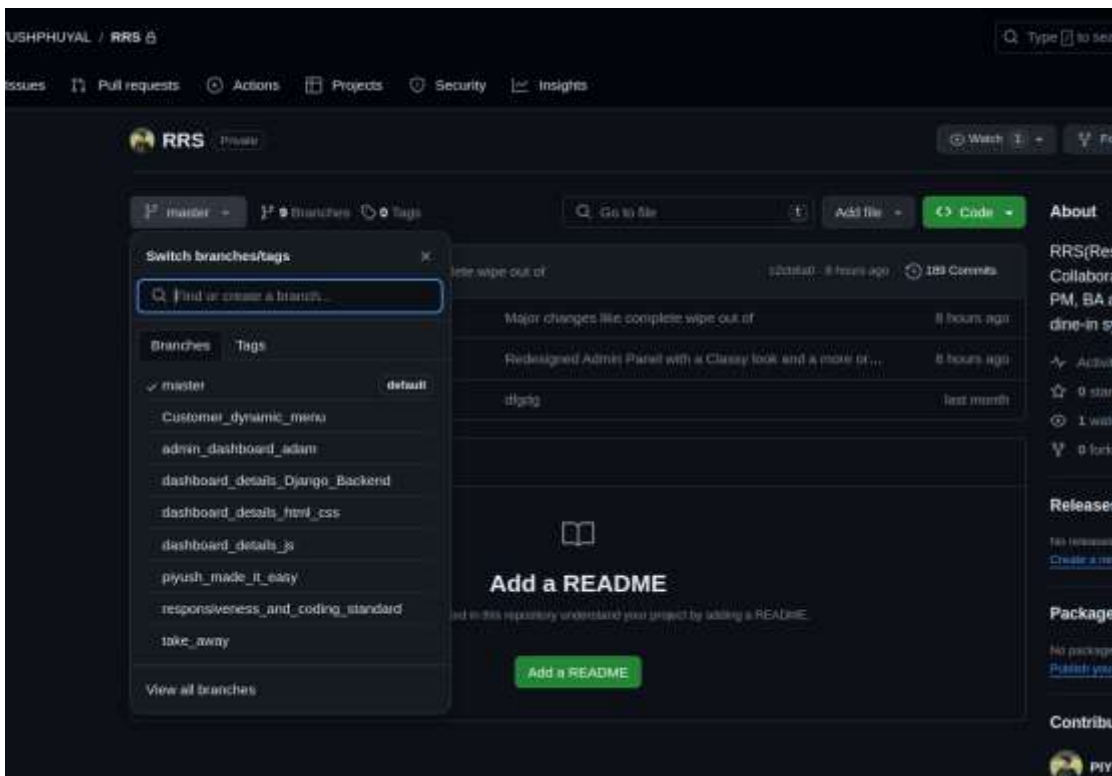

Figure 36: Github commits and branches

GitHub served as our platform for collaborative code sharing and project deployment, ensuring accessibility from anywhere globally. We established a main repository and individual branches for each user story, allowing developers to work independently. After thorough code review and approval from all team members, changes were merged into the main branch. Regular zip backups were taken to safeguard against data loss, maintaining the integrity of our work throughout the project.

6.3. Conclusion

Coordinating tasks within my team wasn't too difficult as everyone excelled in their respective areas. Leading them was seamless with clear communication and effective leadership. Supporting their progress throughout the project was manageable, thanks to their expertise and collaborative spirit. For the second sprint, to make the project more effective we will be doing more google meet meeting and regular emphasize developer performances.

7. Continuing Personal Development (CPD)

Continuing personal development refers to the ongoing process of acquiring new knowledge, skills, experiences, and perspectives throughout one's life. It involves self-directed learning, growth, and improvement in various areas, including professional, personal, social, and emotional domains. Continual personal development is driven by a desire for self-improvement, staying relevant in a changing world, achieving goals, and realizing one's full potential. It may include formal education, training programs, workshops, self-study, networking, mentorship, and reflective practices to enhance capabilities, adaptability, and overall well-being. (APM, 2021)

Project management, seen from an outsider's perspective, may appear straightforward without direct code involvement. However, it involves significant responsibilities like organizing meetings, assigning tasks, and addressing developer challenges. Personally, managing these aspects can be challenging, especially when developers encounter difficulties in completing assignments or have irregular commit histories, leading to the need for thorough code backups. Initially, identifying risks was tough, especially with an inexperienced team. As the project progressed, we improved in risk analysis but still faced challenges like scope creep, communication gaps, and resource allocation issues. These hurdles required proactive measures such as defining clear project scope early, implementing change control procedures, and fostering better communication channels. Additionally, managing diverse skill sets and coordinating between backend and frontend teams added complexity. Overall, project managers must navigate these challenges while ensuring effective communication,

resource utilization, and timely task completion for successful project outcomes.
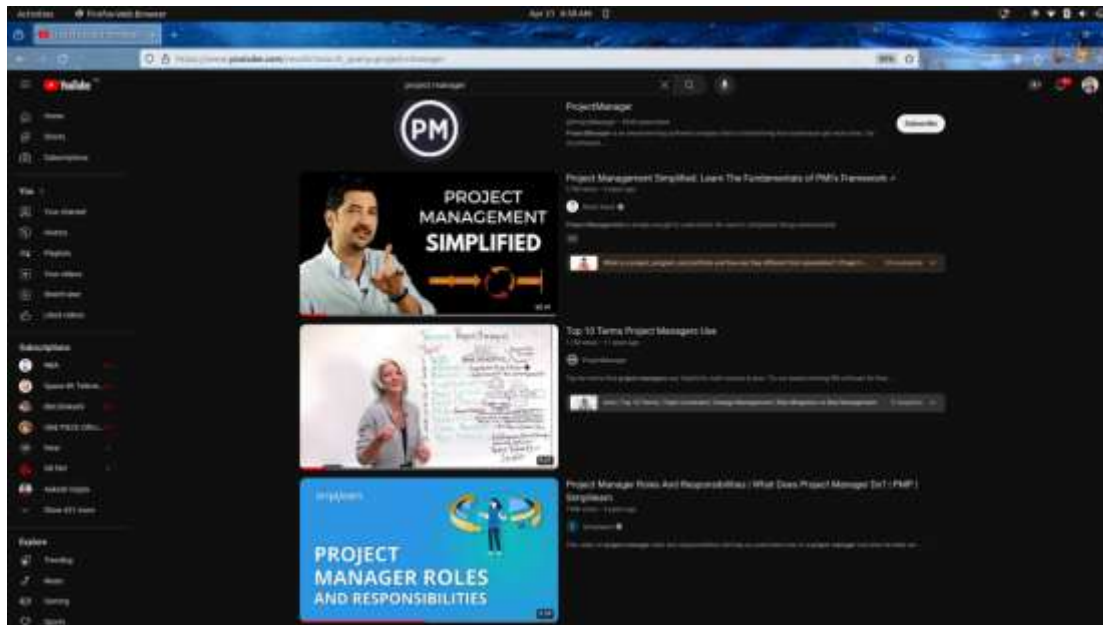
Figure 37: Project manager youtube chanel

I was regularly exploring the 'project management' YouTube channel enriched my skills and improved team management. The insights gained helped me learn diverse project management tasks and discover better strategies for team coordination and task execution. This continuous learning process contributed significantly to enhancing my abilities as a project manager, enabling me to effectively lead and support my team towards successful

project outcomes and foster a collaborative work environment.

Figure 38: Online course from Great Learnimg site

Furthermore, I am learning project management course from great learning. They share videos of 10 minutes for every small chonks topic. There were topics like what is project, what is project management, project initiation and project planning and many more which

helps in enhancing my skills.

Figure 39: Certificate from course era

Moreover, I also browse through this course era project tracker course. This was a nice class where I learn to built the gannt chart in excel which a necessary part for the pm. Regular tracing of tasks and completions of project helps in taking different decisions and planning for the things that have possible outcomes. That means we don't have to go foul play, we know exact time where we can complete the given tasks.
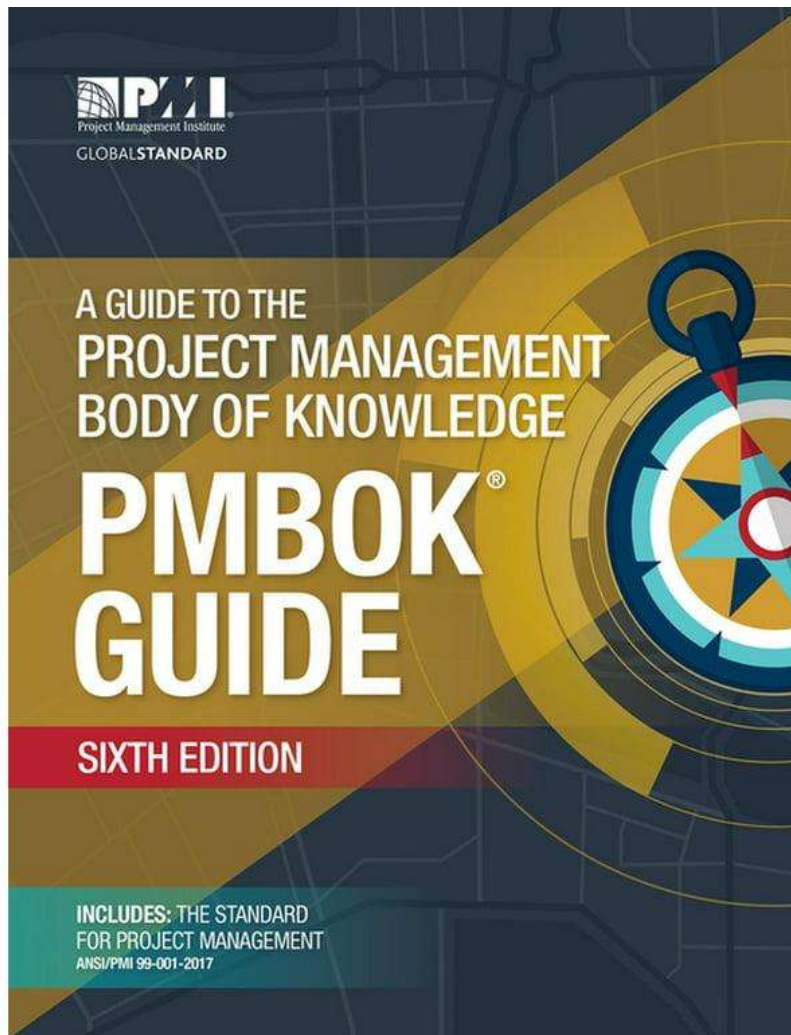
Figure 40: PMBOK

I also bring a PM book from library to explore more on the topic of project management. The project management book has been a treasure trove of knowledge, offering insights into various aspects of effective project management. From it, I've learned valuable strategies for risk mitigation, such as conducting thorough risk assessments at project initiation and developing robust contingency plans. It also delves into the importance of clear communication channels, emphasizing regular updates and transparent reporting to stakeholders. Additionally, the book covers techniques for effective team management, including task delegation based on individual strengths and fostering a collaborative work environment.

7.1. Conclusion

This module result into continuous development of my skills and understanding the working in team. As we were not that much known about managing the project and working in team. This cause me to research more and more on this topic to make the effective management

and helps in encouraging the team. It gives significance result in uplifting my skills and make me more capable to apply for project manager role in companies.

8. Issue Tracking

Issue tracking is like keeping a detailed diary for projects, where every hiccup, task, or change gets noted down. It's crucial because it makes teamwork smoother—everyone knows what's going on and who's handling what. This way, decisions are easier because you can see which issues need fixing right away. Plus, by catching problems early, you avoid them getting bigger and causing headaches later on. And, looking back at past issues helps you learn from mistakes and do things better next time. Overall, having a solid system for issue tracking is key to keeping projects running well and getting top-notch results. (Airfocus, 2021)

There were various bugs and issue, we get to know during code review by BA and within the developers also. Moreover, mostly the issues were solved within the developing part from code review within developers. Developers used to publish the solved issue message by

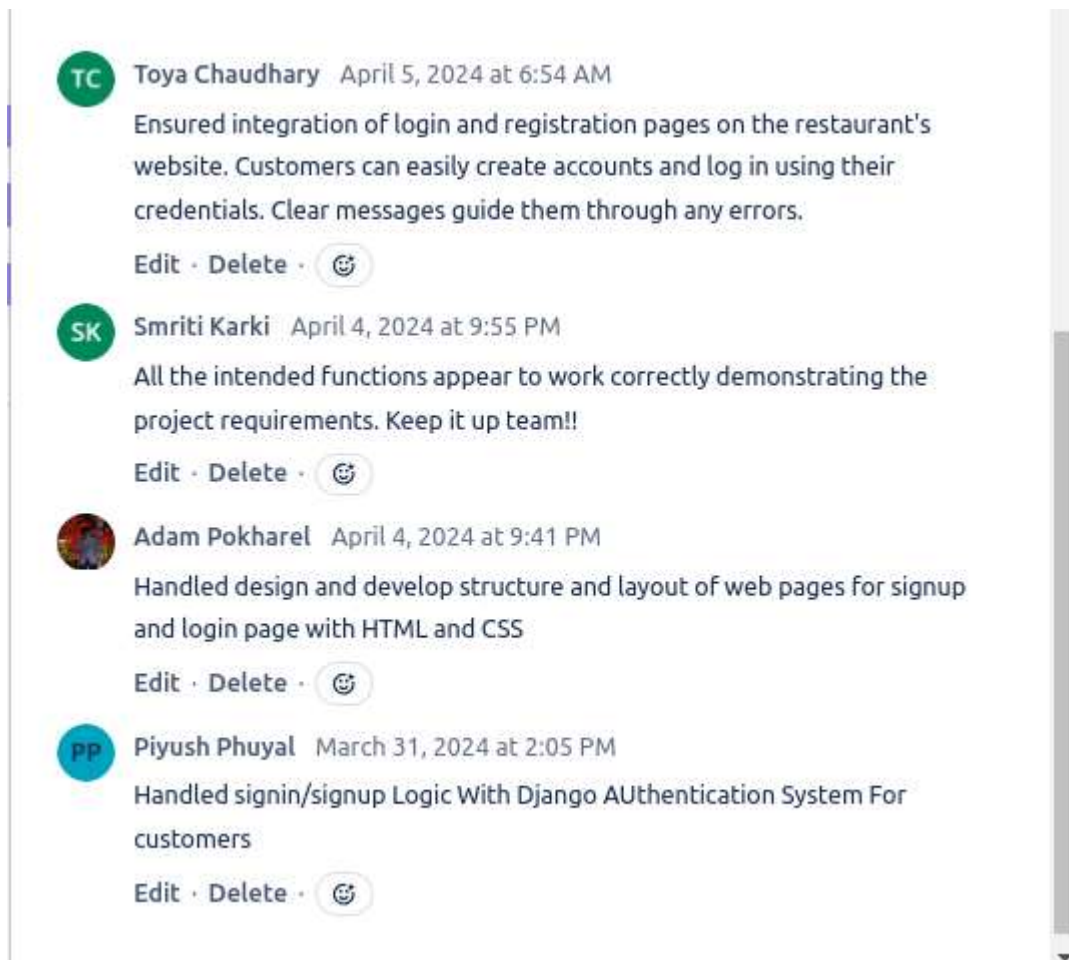comment in user stories. So, there was not to much bug while review from BA.

Figure 41: Comment session in Jira

Our team used to clarify the tasks done and the working of code in comment section. We can clearly see that all the functionalities are performing well. There was not too much issue for

work. Code review and successful running of code is approved by BA here. So we were regularly performing issue tracking in Jira site.
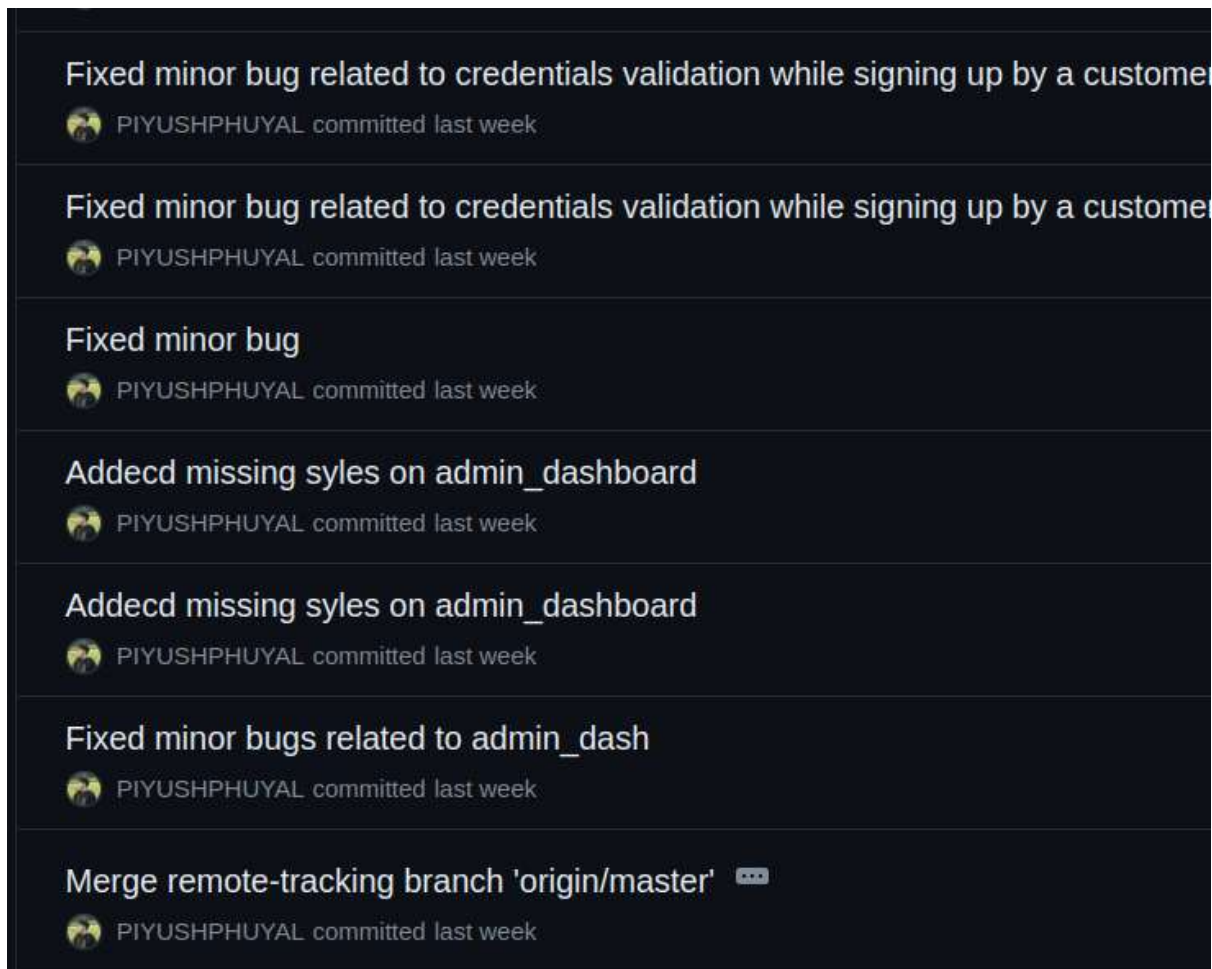

Figure 42: Issues resolved using github

Some of the internal code issue within the developers were resolved within the github. Like if one has done mistake and is disable to find the issue, then others developers will work on collaboration to solve issue. Mostly our backend and database developer was able to solve most of the issue within the code review between the developers as he have to sync the front end and backend and give meaningful output. He mostly used to review code before merging into main branch. That help in successful running of code and well usable website for clients.
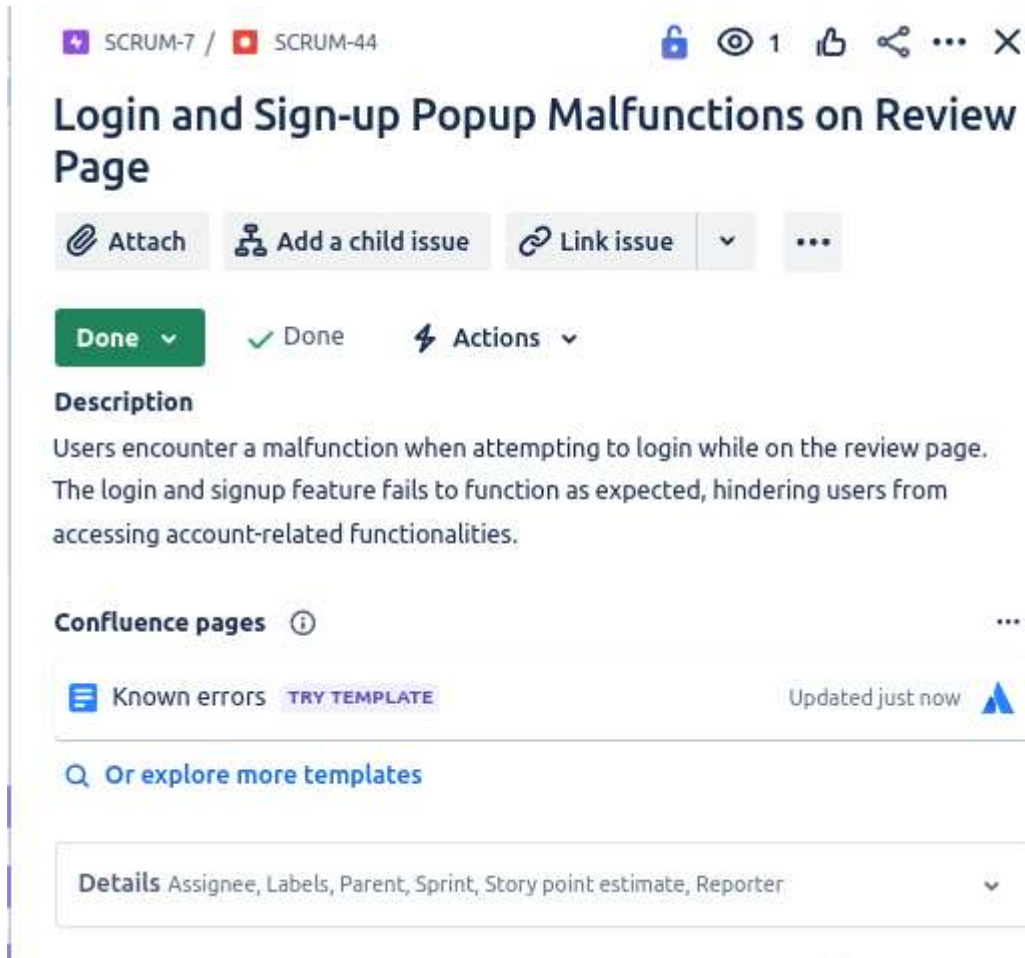
Figure 43: Bugs posted by BA

During the code review, we found a bug where the front end malfunctioned when a button was clicked. This issue was assigned to the front-end developer and fixed. Additionally, irregular pushes caused data merging problems, leading to lost data and irregular changes. This affected the project's display and button functionality. To address this, we had to regularly check during project demos to ensure everything was working smoothly. The inconsistency in pushing code led to difficulties in merging changes, causing data loss and impacting the project's appearance. We had to be vigilant in managing these issues to maintain the project's integrity and functionality. The front-end developer played a crucial role in resolving the initial bug, highlighting the importance of thorough code review and testing. These challenges taught us the significance of consistent and organized code management to prevent future issues and maintain a stable project environment.

8.1. Conclusion

Effective issue tracking is the backbone of successful project management, providing a detailed record of challenges, tasks, and solutions. It fosters smooth teamwork, aids in decision-making, enables early problem detection, and promotes continuous learning from past mistakes. Our team's proactive approach to issue tracking, resolving most issues during code reviews and maintaining clear communication, contributed to smoother project progress and higher quality outcomes. Ultimately, a robust issue tracking system is essential for achieving top-notch results and ensuring project success.