Week 1: Project Initialization and Planning

**1. Team Formation and Role Assignments**

**Team Formation:** Successfully formed the project team.

Team Leaders:

**A table of a list of people

Description automatically generated with medium confidence**

**Roles and Responsibilities:**

Jim: Responsible for creating an initial schedule of iterations and estimating the time required for tasks.

Sherry: Responsible for the overall management plan, coordinating tasks, and ensuring deadlines are met.

Hunter: Responsible for defining quality metrics, techniques to assure quality, and creating the QA plan.

Chao: Works on the configuration plan, ensuring that all documents and code are properly stored in the version control system.

Jordany: Drafts the project proposal and provides implementation plan.

**2. Communication Plan Setup**

Established a communication plan to ensure smooth and efficient communication among team members and stakeholders.

**Tools:** Slack/Discord for daily communication, Zoom for weekly meetings, and Monday.com for task management and progress tracking.

**Meeting Schedule:** Weekly meetings every Monday at 10 AM to review progress and plan for the upcoming week.’

**3. Requirement Gathering and Project Vision**

Brainstorming Session: Conducted a brainstorming session with the customer to gather requirements and understand their needs.

Project Title and Vision:

Title: "Learning Platform Notification Service"

Vision: To create a robust notification service for the learning platform that facilitates timely and relevant notifications to users via their preferred channels (email, SMS, push notifications).

**4. Research and Feasibility Study**

Research Related Work: Researched existing notification services to understand best practices and potential challenges.

Challenges Identified: Handling asynchronous communication, ensuring delivery reliability, and managing user preferences.

Feasibility Study: Explored the feasibility of using Spring Boot for microservices, RabbitMQ for messaging, and MongoDB for data storage.

Tools Learning: Team members familiarized themselves with Monday.com, Git, GitHub, and other necessary tools.

**5. Project Environment Setup**

Management Tools: Set up Monday.com as the requirement analysis tool.

Version Control: Configured Git as the version control tool and created a repository on GitHub for hosting the project.

GitHub Repository: <https://github.com/BUMETCS673/project-teamfirst>

Development Environment: Listed required development environment, including installing and configuring Spring Boot, RabbitMQ, and MongoDB.

**6. Risk Identification and Mitigation Plans**

Risk Identification: Identified potential risks such as scope creep, technical challenges, and resource constraints.

Risk Mitigation: Developed risk retirement plans to address these risks, including regular scope reviews, technical training sessions, and resource management strategies.

**7. Initial Schedule and Time Estimation**

Sherry created an initial schedule of iterations, breaking down the project into three iterations of two weeks each. Estimated the time required for each task and allocated resources accordingly.

**8. Quality Metrics and Assurance Techniques**

Quality Metrics: Defined quality metrics such as code coverage, defect density, and response time.

QA Techniques: Hunter outlined techniques to assure quality, including unit testing, integration testing, code reviews, and continuous integration.

**9. Drafting the SPPP Document**

SPPP Document: Started drafting the Software Project Proposal and Planning (SPPP) document using the provided template on Google Docs.

Project Proposal: Jordany is working on the project proposal section.

Management Plan: Sherry is working on the management plan.

QA Plan: Hunter is drafting the QA plan.

Configuration Plan: Chao and Jordany are collaborating on the configuration plan.

Presentation & Wrap-up: Jim is working on the first week's presentation and wrap-up documents for submission.

**Next Steps:**

Begin Development: Start implementing the core features as per the initial schedule.

Continue Research and Learning: Keep learning the necessary tools and technologies.

Monitor and Adjust: Monitor progress and adjust the plan as needed.