KV6002: Teamwork and Professionalism

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# Project Idea

Members: John Robson, Ben Sisk, Anthony Donnelly, Vilius Chockevicius, Martyn Potts

Project type: Teamwork and Professionalism

## Project Summary

The stakeholders have requested a system to assist them in looking for materials for their business projects without having to search through large query results from online search engines. They currently prefer going in-person to hardware stores to look for materials as online searching frustrates them. By developing this system, we can reduce their time spent looking for materials and stock checks, while also providing them with cheaper alternatives sales outlets to purchase from.

This is done by crawling price information from many online retailers to determine the most cost-effective way to attain each product within the product database, which will then be displayed to the user.

## List of Stakeholders

Shaun Reed – Carpenter and Waterproofer

Glen Robson – Mechanic and Builder

Both work on projects together which they sell at a later date. Glen is the brother of John, which is how we were approached for this work.

## Research Plan

Rapid Application Development will be our software development methodology.

We can arrange meetings to get feedback on deliverables frequently to ensure the system is meeting the stakeholders’ expectations. This will allow us to complete tasks agreed in the meeting for deadlines set. These meetings can be planned through e-mail or text and will be held online using conference systems such as Microsoft Teams, Slack or Discord.

## Subsystems

Required

* Stock Management System
* Price Search Crawler
* Authentication System
* Web Design / Layout
* Database Creation

Optional

* Security
* Logging System
* Admin Control Panel

# Code of Conduct

## Working Together

A level of respect and professionalism is required while working as part of the team. All members should be inclusive to all other members of the group regardless of background and identity. Respect will be given to all members, and all ideas will be treated equally and with consideration. While we won’t always agree, disrespectful behaviour won’t be tolerated. Respect will be maintained, and no personal attacks will be made against any member of the team.

Work will be conducted professionally, and harassment and exclusionary behaviour won’t be acceptable. To ensure the working environment remains comfortable and productive for all participants. Having different viewpoints is a strength to the team, and different ideas that others don’t agree with doesn’t make it wrong.

Mistakes will be made, and resolution and learning from those mistakes will progress the team as opposed to blaming each other, which doesn’t progress the team in its tasks.

## Meetings

Meeting times will vary, and there is ample time to agree on a day of the week to meet. Meetings will be decided in-person to allow flexibility and ensure that every member of the team is free and able to attend the meetings. Sessions will be held twice a week, once in class and once outside of class to discuss the project in more depth and share ideas.

The first meeting will be in person during class, however additional meetings may be in person or via group chat to allow inclusion to all members who may not be able to attend in person.

Meeting minutes will be taken and compiled at every meeting to detail the coverage of the meeting. An agreed member of the team will be decided upon to take notes of the meetings.

## Attendance

Attendance is required and regular and punctual attendance mandatory if all members have agreed upon a date to meet. Unforeseen circumstances can affect a member’s ability to attend so flexibility will be given in the case of emergencies, illness or any others circumstance which may change.

It is essential to communicate with the team if you are unable to attend to allow the members to continue without waiting to avoid wasting the time of the meeting. If a member is going to be late then they must let the rest of the team know so they can decide to start or wait longer before beginning the meeting.

If enough members can’t attend an arranged meeting, then a new meeting date will be decided to allow more members to be able to meet up and continue with the group project.

## Location

Most of the meetings agreed by the group will be held remotely making use of discord and discussing the project at the discussed times. Where possible, other discussion and meetings regarding the project will be on campus, either in workshops, or in the CIS building outside of the workshop where agreed upon.

## Work Storage

The code will be saved to GitHub, and all team members will have access to the repository. The webserver for the code will be hosted on a VPS, where each member will have their own personal login, and access to the web code. Each user will be a member of the same group and shared permissions for the group work on the VPS.

## Working on Group Tasks

Group tasks will be worked on between meetings after we have agreed on the tasks to be completed unless other arrangements have been decided. After the task has been accepted, work if possible will be completed by an arranged deadline, and will be completed at home individually and communication will persists via the group chat.

## Tasks to Work on

The tasks will be worked on collectively and discussed in real-time in the group chat, and one individual will write up the draft of that session. Once a draft has been written, it will be added to the sharable folder for others to add additional content or make corrections to the work such as spelling mistake or grammatical errors.

## Deciding Tasks

Tasks will be decided in the group meetings. If a member wishes to do a specific task which is available, then that member is free to pick that task. If a decision can’t be made about who wants to do which task, then a vote by the group will be used to assign the task in the event a decision can’t be made.

## Group Management

The group will be managed internally, and excellent communication will be kept ensuring everyone is up to date and on track with the work. Good examples will be set, and team conflicts will be managed. Positive relationships will be built to ensure the team operates as needed. Tasks assignment will be distributed via a to-do list and ticked off as necessary. Progress tracking of the assigned tasks will be managed via Trello.

## Team Issues

If there are any team issues, then the matter should be raised with the group. If a resolution can’t be found, or problems continue with no resolution, then further action will be taken, such as reporting team issues to the modules tutor.

Resolutions for issues will first be tried to be resolved within the group where possible, and a speedy resolution would be ideal to limit the time and impact that any team issue may cause to the team and project.

## Time Management

The team has agreed to complete tasks as soon as they are available to ensure enough time to create high-quality work with sufficient room to make modifications and improvements before the deadline.

Enough time will be given to allow for unforeseen circumstances of other members which may inhibit their ability to be able to complete the work in a given time frame allowing for flexibility.