COMP30022 Project Inception Checklist

Team Name: *Group 72, Team Passfinder*
Supervisor: *Doc (Ian) Wallace*

<u>Process</u>

- Do you have a communication tool? If so, which one?

  Communications tools currently in use are Discord for instant messaging/day-to-day communications on the group channel, Confluence for documentation, Git/Github for version control, Trello for task designation.

  Please note: the supervisor is welcome to contact any of the team members to request support to access anything required for marking purposes, if issues are encountered.

- Where are you storing team documents?

  Predominately, we are storing our documents on Confluence, but have also been maintaining them as a set of PDFs on our Github repo.

- Are there minutes of meetings?   If so, give a link to where they are stored.

  There are meeting minutes stored primarily on Confluence which can also be found at:

  https://github.com/Team-72-Passfinder/CRM-project/tree/main/docs/meeting

- Have you set up a repository? If so, which one?

  Our team has set up a repository on Github which the supervisor, Doc, has been added to. This can be found at:

  https://github.com/Team-72-Passfinder/CRM-project

- Evidence of tasks being assigned?

  Some of the delegation records can be seen in the group meeting minutes, however, we've primarily used Trello. The supervisor is welcome to verify our Trello board by using the following URL:

  https://trello.com/invite/b/gOZjRd8t/04afd94b5e16352f1ee08603419f4697/agile-sprint-board

- Are all team members contributing? Elaborate as needed.

All team members are attending meetings and have contributed to the project in some domain. For the purposes of this checklist, notably, all team members have contributed to the Figma prototype, particularly, and refining the requirements with the client.

Artefacts

What requirements artefacts have been developed? Give a link to them.

- Do, Be, Feel Table: https://github.com/Team-72-Passfinder/CRM-project/blob/main/docs/do-be-feel-table.pdf
- Requirements summary: https://github.com/Team-72-Passfinder/CRM-project/blob/main/docs/requirement.pdf
- User stories: https://github.com/Team-72-Passfinder/CRM-project/blob/main/docs/user-stories.pdf

What design artefacts have been developed? Give a link to them.

- Figma prototype: https://www.figma.com/proto/q5v2g3qUSDSQeakkeYb0k0/Draft-Mock-Up-CRM?node-id=53%3A947&scaling=scale-down&page-id=0%3A1&starting-point-node-id=53%3A947
- Domain model: https://github.com/Team-72-Passfinder/CRM-project/blob/main/docs/modelling/database_domain_model.pdf
- Motivational model: https://github.com/Team-72-Passfinder/CRM-project/blob/main/docs/modelling/motivational_model_citrus_contact.pdf