

0.1 Time management

We aimed to include everyone in all areas of the project deployment. This meant we insured that everyone got the opportunity to be involved, with a task fitting to there knowledge level.

We began with creating a general time plan for the whole semester project progress.

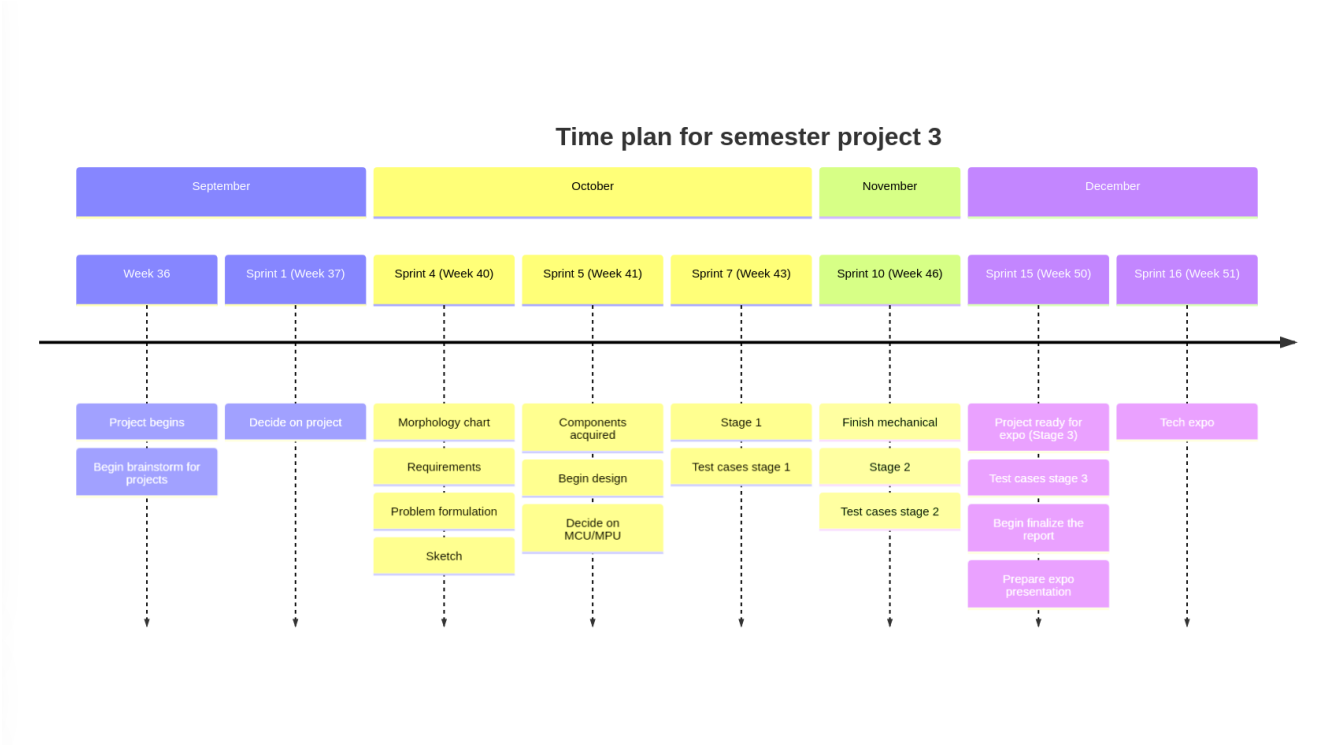


Figure 1: Initial time plan

0.2 Task management

We adopted the Scrum agile management framework and customized some parts of it to fit our project and teams needs. We chose specifically this model due to the agile planing it introduces, and gradual learning curve. We defined a sprint to be 7 days, from friday to friday with an estimate of 8 hours of workload per team member. We categorized each task according to the time estimated to complete it using these tags:

- Sønderborg - 0.5 hours
- Keil - 1 hours
- Valencia - 2 hours
- Budapest - 4 hours
- Hamburg - 6 hours

We chose our home cities and sorted them by size to make it more simple to use in conversations and to give a better visual idea of the task size. We decided that the time limited on a task should be 6 hours. If a task would require more time then it should be split into multiple tasks. This was to ensure that it was possible to see if the task was possible to achieve before investing more time into it.

0.3 Individual evaluation

A short evaluation of the project from each member in their own opinion. This is used to improve upcoming projects, to prevent making the same mistakes again. **member name:** Write here **member name:** Write here **member name:** Write here **member name:** Write here **member name:** Write here **member name:** Write here