

Project Management Discussion

Agile Scrum

- **Meetings**

- **Daily:** Meetings were held nearly every working day. These meetings were used to keep up with the general progress of the application and to discuss any issues that may have arisen. This allowed our team to stay on the same page and to quickly pivot if a challenge was encountered.
- **Monthly Overview (sprint planning):** About twice a month a large meeting was held where the tasks for the next sprint were allocated to each team member. After this discussion tasks were then laid out in discord and then consolidated into GitHub issues. This allowed the team to seamlessly start working on new features without confusion on who does what.
- **Client (Our client is separate from our industry mentor):** We held a meeting with the client after each major update to the application to ensure that we are on track to bring what he has envisioned to life.
- **University Mentor:** Ayaaz's insight was invaluable in helping our project reach the standards laid out by the COS 301 team. Problems our team were struggling to overcome especially in the

documentation department were solved through collaboration with Ayaaz. (Roughly bi-monthly meetings were held)

- **Industry Mentor:** Any Azure or monetary issues were solved in collaboration with Vorster whenever his schedule aligned with the teams.

Team Structure:

Charl Pretorius:

- Team Leader.
- UX Designer.
- All things documentation and data science.

Justin Hudson:

- Integration Engineer.
- Frontend Developer.
- Birding Expert.

Jarod Jeffery:

- Backend Developer.
- Frontend Developer.
- Offline Database Manager.

Ivan Horak:

- Backend Developer.
- Online Database Manager (All things Azure).
- DevOps.

Matthew Botha:

- UI Engineer.
- Frontend Developer.
- UX Designer