

ESE4009: daily project management

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follow this SIMPLE project management process:

1. formulate a long-term plan (GANTT chart)

a. you might want to revisit the GANTT chart and make sure it is realistic

b. there should be some overlap of certain tasks

c. some tasks have to be completed before others

← a good GANTT chart
has these features

2. formulate a weekly plan based on the long-term plan and current goals

3. implement a DAILY check-in

weekly plan

- every Friday or on the weekend, carefully assess where your group is with respect to your long-term plan
- select a series of tasks, to be completed by each member, and populate a kanban board

kanban

The screenshot shows a GitHub Kanban board for the 'ASA-Engage Project' by user 'takiszourntos'. The board is organized into five columns: 'Big Picture Items', 'In progress', 'High Priority', 'Done', and 'Open Issues'. The 'Big Picture Items' column contains four cards, 'In progress' has two, and 'High Priority' has three. The 'Done' and 'Open Issues' columns are currently empty. Each card lists tasks and is attributed to 'takiszourntos'.

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takiszourntos

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ASA-Engage Project
Updated on 20 Jan

Filter cards + Add cards Fullscreen Menu

4 Big Picture Items

- Testing:
 - 1. Refrigeration Load Testing:
 - use Phil's retrieval code as part of the process
 - and use Archana's current draft of the compute class
 - 2. Essential Energy Testing

Added by takiszourntos
- Complete Retrieval Code from Dynamo DB
- Complete Essential Energy Calculations
- Complete Refrigeration Load Calculations

2 In progress

- Hamza & Phil:
 - work to obtain parameters/grouping/organizing data/code (suction system determination, etc.), to allow for essential energy calculations to take place

Added by takiszourntos
- Hamza & Takis: migrating AWS account to ASA account

3 High Priority

- Archana: finish refrigeration load calculations, make totalaveragerefrigerationload() call other Q calculations
- Phil: getting data from tables in Dynamo DB using AWS C++ SDK
- Takis: plan file structure for collaborating on final ASA_Compute class code; make pulls for all contributors;

0 Done

0 Open Issues

daily check-in

- have a thirty-minute to one-hour meeting every day to check-in with your group (you can use class time for this if you wish)
- group members should come prepared!!!
- go through everyone in your group
 - ask them about the progress of their assigned tasks on the kanban
 - if a task is completed, move it to the “done” column
 - if a task is not completed, formulate a plan to get it done ASAP with all group members
 - group members can help each other if there is time
- think critically at the meeting, ask your group members about the soundness of their proposed methodologies
- update the kanban