

# USER-CENTRED DESIGN

## TASK 1.3 GROUP MANAGEMENT

Group Code: Group 3

Tutorial: Thursdays

### Aim

The new system will allow caregivers to remotely track their person with dementia and their schedule to ease the caregiving process and give the person with dementia as much freedom as possible.

### Group Profile

Group of 4 means we have a lot of man-hours to work on the project. Each person has access to a computer and internet connection however due to other classes, finding time outside of tutorials to meet and work face-to-face on the project can be difficult. To mitigate this we are going to emphasise communication on discord to make it as easy as possible to work outside of class time without having to commit to a physical location.

Since most members of the group are inexperienced with a dedicated version control software like GitHub we will use Google Drive instead and the experienced member of the group can manage a repository as a back-up.

*Table 1: Group profile*

Student Name	Tech Skills and Resources	Communication
Ayoub Memari	C/C++, C#	Email, Discord, Trello
Thieu Duong	C#, Ruby, Python	Email, Discord, Trello
Deacon Farrow	C/C++, C#, Python, Ruby	Email, Discord, Trello
Denver Lacey	C/C++, C#, GitHub	Email, Discord, Trello

## Group Roles

Table 2: Group roles

Group Role	Student and Justification
Leader	Denver Lacey, Good leadership skills.
Editor	Deacon Farrow, Winner of Golden Pen Award.
Organiser	Ayoub Memari, Good timekeeping skills
Innovator:	Thieu Duong Mac, Unique perspective and creative thinker

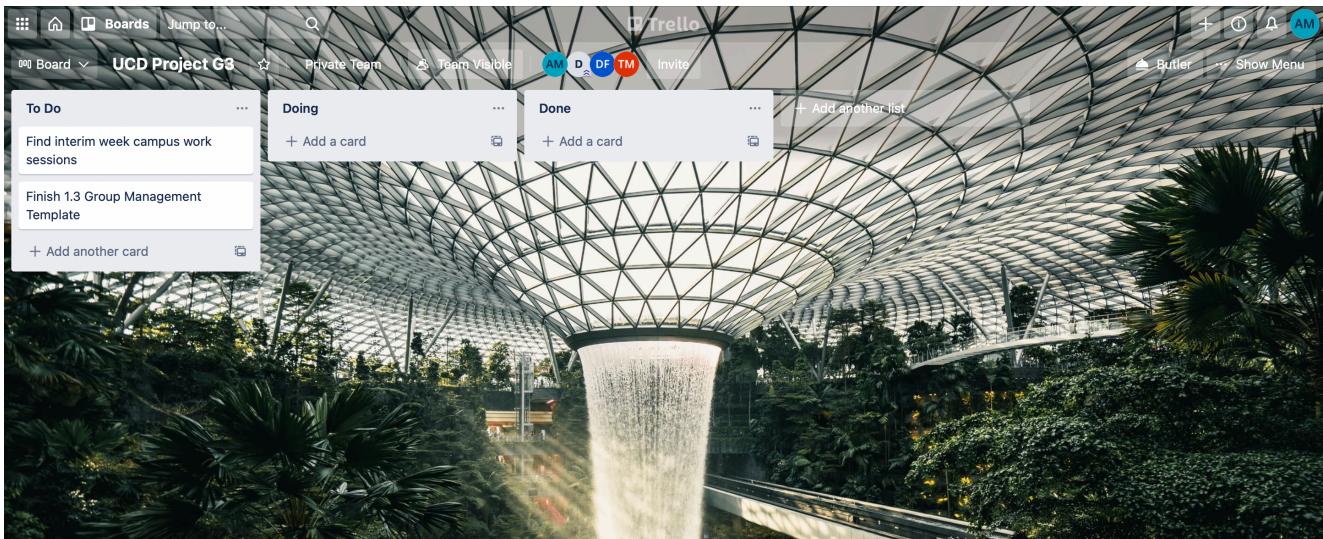
## Potential risks and mitigation strategies

Because of busy and changing schedules a face-to-face meet up outside of tutorials might be impractical on certain weeks. To mitigate this the group will utilise things like Discord to handle remote communication which will make it easier to work together and allow a group member to contact the rest of the group at a time when no one else is available and wait for a response when another group member has time. This strategy best fits are groups conflicting schedules and permits a more passive level of communication and work to happen during the week where otherwise there would be none.

Since Google Drive is only accessible with an internet connection and relies on Google servers there is the potential for file loss or inaccessibility. To minimise this issue the group will employ certain back-up strategies. GitHub will be used to keep a record of past work so in the event of file loss we can restore lost work from a previous versions. These back ups will happen on Saturday nights each week. On Saturdays every fortnight a physical back-up will be taken of the current work done. This will not store previous versions of work only the current state of our work so it will not be used to revert changes but instead as a final protection if all files are lost.

# Task Management

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>		Discord Session		Meet up	Submission day
<b>Week 2</b>		Discord Session		Tutorial	Submission day



# Document Management

To keep track of all project documents we will use Google Drive. The group has decided this because of its simplicity, easy access when connected to the internet, its version control features, easy integration with document making tools such as diagram.net and ability to handle large files.

GitHub will be used as a weekly back-up to Google Drive that is still accessible with an internet connection and has version control. We are not using GitHub as our main management tool because it is more complicated than Google Drive, requires third-party software to operate it properly (limited ability to update the GitHub and cannot download individual files without third-party software).

A Physical Hard Drive will be used each tutorial week to back-up our work incase both Google Drive and GitHub fail. Will only store the current state of our work and will only be done fortnightly.

## Communication

To organise our conversations and to maintain communication with the group we will use Discord as a communication tool. We have chosen this because all group members already have Discord and also because it provides various forms of contact such as text channels, voice channels, screen sharing and file transfer (although actual document management will not be handled on Discord).

We expect Discord to have good response times at least compared to email because we ordinarily use Discord more than our emails and also since discord is a messaging software instead of ordinary emails, reply messages are more interactive allowing for quicker communication.