Project Wiki

The project wiki will be used to document the details and progress of the project. This will include the program requirements, project tasks, personal/team tasks, meeting minutes, and document list. More information may be tracked if deemed necessary.

Where to Implement the Wiki

The wiki that will be used is the University of Saskatchewan provided wiki called Confluence. Benefits to using this wiki page:

- This wiki page will allow us to create private pages which need an NSID to access and edit
- We can add users to the space so they will be notified of any updates
- Pages can be connected to JIRA (Defect Database)

How to Implement the Wiki

The creator must first log-in using their NSID and password, once they do, they are able to create a space (button at top-right of the screen). The creator should choose the option “Team Space”, and fill in the information accordingly. Once a space is created, pages can be added to this space (“Create” button at top-left of the screen). There will be multiple pages that contain information for each topic. Confluence has templates for each page that can be used to format the information.

Main Page

A main page will be needed to summarize the project details. Details may include what the project is, what the project will be used for, who will be using it, how to use it (can also be a separate how-to page), and why use it. The home page can be used to store this information or a blank page can be used to set this.

Requirements

A “Product Requirements” page can be used to keep track of the decided upon requirements for this project. This page contains a template that will be filled out. This page can be updated with any changes as the project progresses.

Team Pages

Each team will create a page to post important information in regards to procedures and policies. Each team should create their own page, choosing the template that they believe would best fit the information it will hold. With the team members moving positions and helping in different areas, it is best to keep all members updated.

Tasks

The project manager and Team leaders will add tasks to the main tasks page assigning each task specific team members. These tasks will appear on each team's task report page.

Task Reports

Task reports can be created for the project as a whole as well as per team. A separate page will be created for the project tasks and each sub-team. If each person would like, they may also make a task report for individual tasks. These reports can be filtered by due date, Assignee, or Where the task appears.

Meeting Minutes

There are there different templates for meeting minutes. This can be discussed to decide upon which template fits our needs.

Document List

A "Document List" may be created to keep track of files being used. We will need to discuss if this is needed as we will keep our files in GIT.

Other

There are many other templates to use. We can discuss as a team if these other options are important. Other pages may include: blog posts (any updates), decisions (record important project decisions and communicate them with the team), content sharing, JIRA reports, charts, etc.

Policies

All changes* to page content should be done by the project manager or team leads. Team leads shall only edit their team page. If there are any concerns about content on another team's page, the appropriate team lead will be notified.

**excludes marking a task as completed*