Team H
(PSD3 Group Exercise 1)

(Team Organisation Document)

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Proposed team organisation model

Our team will be using a hybrid of the Scrum model and the Laissez-faire model, taking different attributes from each model that suits us better. From the Scrum model we will be predominately using the idea of having a Scrum Master - someone that will keep track of our progress, achievements and goals. From the Scrum approach, we will also be making use of the sprint process which involves creating a product backlog as well as a sprint backlog. Each task from the sprint backlog will be completed during a 2-4 week sprint.

We will also be using the idea from the Laissez-faire model which encourages flexibility in assigned roles. This will allow our team members to volunteer themselves for the task they feel suits their strengths, leading to tasks being completed more efficiently and will allow us to become better organised and deliver what is needed at the end.

After some time spent working together we will consider assigning specific roles to team members and we will change our team organisation model accordingly. We think that, for the time being, we should work on all the different aspects of this project and see which one fits each of us best.

Description of roles within team

Toolsmith: The person with this role will be responsible for researching the necessary information about the project including what programming language and/or software is best suited for the project. This person will also be in charge of sharing any useful information that is related to the project such as videos, research papers and other related material.

Developers (minimum 2 people): The people with this role will be the coders that will do the actual implementation of the software. This will likely include some learning from their part of the necessary programming languages and/or software that will be chosen. Of course the work will not just be limited to these two people as other members will be able to contribute due to the freedom of the Laissez-faire model.

Test Manager (debugger): The person with this role will be responsible for developing the test suite for the simulation, aiming to find the bugs in the system and suggest how they can be solved and/or improved. Other members of the group will also send parts of code that they may have problems with and he/she will resolve them.

Scrum Master (project manager): This person will manage the team's progress and

keep track of it in a report-like documentation as the project develops rather than producing such a report at the end of it. He/she will also help guide the project in the right direction. He/she will help to organise the team meetings as well as assist each team member with a problem that he/she might have on a general level. We have also decided to adopt a virtual Kanban chart, to check our progress and help manage our time, which will also be in the care of the Scrum Master.

Provisional assignment of team members to roles

Team Member	**Roles**
Ioannis Cleary	Scrum Master
Andrew Tully	Developer
Emilia Vulpe	Developer
Daniela Cretu	Toolsmith
Michael McDonald	Test Manager

(Roles might change throughout the process.)

Communication strategies

The team will communicate through various online services as well as offline methods. Online services might include different types of social media such as Facebook, Skype and emails. In addition to this, we will be using Google docs on different tasks in order to collaborate. We can also use online project management tools such as Asana or Trello(An online Kanban board) to communicate and keep track of current tasks, completed tasks, tasks that have to be started and see what team member is assigned to each task. Offline strategies will include meeting every week with and without our supervisor, working on and talking about the project as well as using telephones to text and/or call.

Organisational Risks

There are many organisational risks that could be linked with this team project that need to

be addressed. One of these is the prospect of a member of the team leaving. Communication is key in this aspect so that if somebody leaves, the group is prepared and ready to take over any roles that this member might have had. In the case of any conflict within the team, each problem will be discussed within the group and dealt with democratically. Dealing with conflicts democratically is easier since we are a team with an odd number of members, so there will always be a majority. If any member of the team is struggling, then other members of the team will provide help and support to achieve their tasks.

There is also the risk that many of the team members will be travelling home during different holidays. In this case, we will use the communication methods that are mentioned above to keep track of each others' tasks and progress.
Another problem is that at first sight the project seems to be quite difficult and this may discourage some members so it is crucial that we make sure that we are fully organised, that our task is clear, that we always offer support to the other members and that everyone contributes and gives their best. It is not always easy when 5 people must synchronize their time and work together as everyone has other things to do outside university.

These potential problems may make it more difficult to complete this project and the action we should take in the beginning is to make sure everybody takes our task seriously and responsibly. We have talked about these problems and nobody has any intention to leave the team. We have also came to an agreement that every week we will have individual tasks that everyone should complete their task in a time that suits him/her. As well as this, we will have a devoted day for catching up with the team where any problems can be discussed. The level of communication and the model we have chosen are quite flexible and should be good enough to resolve any of the potential problems at this stage.