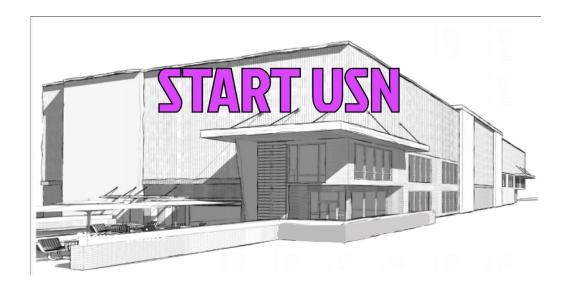
# Capstone Project

# **USN Start**



Group 03

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The project involves converting three lab rooms at USN Bø campus into a co-working space named USNStart. The space will include open workspace, private offices, meeting rooms, lounge area, kitchen, printing area, and game room. The goal is to attract students and individuals working in groups or small companies. Membership options include day pass, monthly membership, student membership, annual fixed desk, and private office desk. A website will be created to showcase the space, membership options, amenities, location, testimonials, and booking function. The website will be developed using HTML, CSS, and JavaScript, with prototypes created in Figma. A usability test will be conducted with students. The project will start in January 2024 and end in April 2024. Success will be evaluated based on project objectives, user stories, visual elements, code quality, usability test, Agile practices, teamwork, and document quality.

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# Introduction

#### Project background

The Capstone Project represents a significant undertaking for the USN, involving the transformation of three laboratory rooms at Campus Bø into a vibrant co-working space named USNStart. This initiative aims to create a collaborative environment where local companies, entrepreneurs, and USN students can work alongside each other, fostering innovation and collaboration.

As one of the selected teams tasked with developing the website for USNStart, our primary objective is to create a comprehensive online platform that effectively showcases the features and benefits of the co-working space. By leveraging the detailed documentation provided by USN, we are committed to delivering a website that aligns with the institution's vision and requirements.

Effective project leadership is essential for the successful execution of this endeavor. Our team recognizes the importance of establishing clear roles and responsibilities, efficient planning, and well-organized processes to ensure a timely and high-quality delivery of the website. Through meticulous project management, we aim to streamline operations, enhance communication, and drive progress towards meeting the project objectives.

Our approach of this project is characterized by a commitment to excellence, attention to detail, and a focus on meeting and exceeding the expectations set forth by USN. By adhering to the best practices in project management and web development, we are dedicated to creating a website that not only meets the needs of USN, but also exceeds the standards of quality and functionality expected in the digital realm.

#### Project goals

We aim to create a static website for the USNStart coworking space at USN Campus Bø, catering to students, entrepreneurs, and professionals in the region.

- Design the website in such a fashion that it will attract individuals and teams from larger companies in the city who seek a flexible and inspiring workspace.
- Foster a supportive community that encourages networking, knowledge sharing, and collaboration among members though the website.
- Provide a range of membership options to accommodate different needs and budgets.
- Facilitate a simple floor plan overview where members can book areas or rooms for use.
- Increase visibility and awareness of USNStart coworking space to attract potential members.

#### Stakeholders

In the context of the USNStart Coworking Space project, stakeholders are individuals or groups who have an interest in the project and can influence or be influenced by its outcome. The key stakeholders for this project include:

- The project owner (USN)
- Current tenants (Revisorteam, YourCompanion, GreenEnergy, VismaAI)
  - + potential other local enterprises and businesses
- Students
- Local entrepreneurs
- Local community

Each stakeholder could play a crucial role in the success of the coworking space by contributing to its development, utilization, and overall impact on the local business- and community ecosystem.

#### **Potential Stakeholders**

- <u>University of South Norway (USN):</u>
  - Interest: High interest.
    - o Better facilities added to the USN.
    - More actively used facilities at USN.
    - o Increased social and communal renown.
    - o New revenue stream through membership and sale profits.
  - Influence: High influence.
    - o Project owner.
    - o Financial control.
    - Stakeholder Engagement
    - Strategic Planning
  - Impact: High impact.
    - Has the ability to make changes or actions that could potentially inflict risks,
       delays and overall scope creep.
    - Financial Sustainability
    - Community Engagement
    - Educational Quality

#### • Students:

- Interest: High interest.
  - Access to new facilities.
  - Networking with local companies in their respective fields.
  - o Access to platforms that can realize projects.
- Influence: Moderate influence.
  - Ability to express wishes to sympathetic parties but have no real power to make change.

- Impact: High impact.
  - They are a central stakeholder for the workspace.
  - Other stakeholders depend on their utilization of the workspace and use it as intended.
  - The workspace's survivability depends on student's engagement on a longterm basis.

#### • Local (non-student) Entrepreneurs:

- Interest: High interest.
  - o A favorable environment for startup development.
  - Networking with other stakeholders.
  - Access to better resources.
- Influence: Low influence.
  - Not the target group of this workspace but can contribute to the co-working space's reputation as an entrepreneurial hub.
- Impact: High impact.
  - Not the target group but a user group that can affect the reputation and sustainability of the workspace.

#### • Local Enterprises (Revisorteam, YourCompanion, GreenEnergy, VismaAl):

- Interest: High interest.
  - Access to students and entrepreneurs who could become future employees.
  - o Easy to get an internship with these tenants.
  - o A network between Local enterprises and USN-Start

- Influence: Moderate influence.
  - Ability to express wishes but have no real power to change.
  - Brand our co-facility
  - o Market USN-Start with other companies.
- Impact: High impact.
  - o They are a central stakeholder for the project.
  - Biggest financial stakeholder.
  - o Attracts students and potential new members.

### Local government:

- Interest: High interest.
  - Driving more business to the city.
  - Engaging the local population in entrepreneurial activities.
- Influence: Moderate influence.
  - o Offer economic incentives such as tax breaks, grants, or other subsidies.
  - Offer resources, training programs and mentorship opportunities specified for entrepreneurship.
  - Facilitate networking opportunities for other stakeholders by organizing events and workshops.
- Impact: High impact.
  - Could possibly impose constraints which delay the project.

#### • Regional Unaffiliated Residents:

- Interest: Moderate interest.
  - Job opportunities.
  - o Flexible memberships.
  - Networking events.
- Influence: Low influence.
  - Not the target group of the workspace.
  - Welcome but not important.
  - Light feedback influence.
- Impact: Low impact.
  - Not relevant to the project in any feasible way

#### **Potential conflicts between Stakeholders**

#### • Space availability:

- Potential Conflict:
  - o Limited private offices and meeting rooms available.
  - o Limited space of the open workspace.
  - Limited dining area.
  - o Limited lounge area.
  - Limited game room area.

- Proposed resolution Strategy:
  - Regular communication to manage expectations.
  - Consider flexible office arrangements and prioritize based on membership seniority.
  - Implement system features that requires any given user to state why he/she
    wants to use the space and which facilities he/she intends to utilize. Through
    this, we can maximize the amount of people we can admit pr. day without any
    unnecessary conflict.

#### Membership options & pricing:

- Potential conflict:
  - Proposed pricing doesn't reflect the user's purchasing power.
  - o Rigid membership options.
  - o Few membership options.
- Proposed resolution Strategy:
  - Consider lowering/increasing certain prices.
  - o Create more membership options.
  - Expand the already existing membership options to include different prices
     based on different durations for different types of user groups.

#### • Workspace dynamic:

- Potential conflict:
  - Noise complaints (Game room, lounge area and open workspace)
  - Smell complaints (Kitchen)
  - Cleanliness complaints (All rooms)
  - Temperature complaints (All rooms)

- Proposed resolution strategy:
  - Set clear rules and guidelines for etiquette.
  - o Provide a place where users can inform USN Start of any complaints.

#### • Differing Work Preferences:

- Potential Conflict:
  - o Divergent needs of individual students, entrepreneurs, and companies.
- Proposed resolution Strategy:
  - Design flexible spaces.
  - Conduct regular surveys to understand the evolving preferences and adapt the environment accordingly.

#### • <u>Community Engagement:</u>

- Potential Conflict:
  - o Low engagement from local companies.
  - Low engagement from students.
  - Low engagement from local entrepreneurs.
- Proposed resolution Strategy:
  - Develop community outreach programs.
  - Host events.
  - Establish an active social media presence.
  - o Communicate the benefits of the co-working space for regional development.
  - Consider partnerships with local government and/or local companies.

#### Our Team

Our team consists of four students that are in our first year studying IT. We have a table below containing information about the project workers.

Name	Relevant experience	Contact
		information
Henrik Tanner John	Team Leadership, WEB1100	263509@usn.no
Safin Doski	WEB1100	263507@usn.no
Elling Gladsø	WEB1100	263504@usn.no
Fillip	WEB1100	263482@usn.no

Figure 1 Our Team

#### Our supervisor

Name: Prof. Anh Duc Nguyen

Email: Anh.Nguyen.duc@usn.no

The course supervisor is responsible for the PRO1000 syllabus, as well as the framework for the Capstone Project assignment. He has provided us with an AI based on ChatGPT 3.5, which has been modified to act as both project owner (USN) and assistant supervisor of the course.

#### Work delegation

In our team, we all possess comparable competences. Bearing this in mind, we made a collective decision to divide tasks evenly among members to ensure a fair distribution of workload. Below, you'll find each member's contributions listed.

Henrik Tanner John	Safin Hassan
- Scrum master	- Project definition
- Stakeholder analysis	- Figma
- User stories and backlog	- UI/UX design
- Scrum project management	- Scrum
- Project planning	- Stakeholder analysis
- Scope planning	- Stakeholder conflict analysis
- Time planning	- Project planning
- GitHub	- Project layout
- Project layout	- WBS
	- Solution design
Elling Gladsø	Fillip Skogh Linnerud
- Risk planning	- Website development and
- Risk planning	- Website development and
- Risk planning - Communication plan	- Website development and coding
<ul><li>Risk planning</li><li>Communication plan</li><li>Figma</li></ul>	- Website development and coding - Gant chart
<ul> <li>Risk planning</li> <li>Communication plan</li> <li>Figma</li> <li>Project planning</li> </ul>	<ul> <li>Website development and coding</li> <li>Gant chart</li> <li>UI/UX design</li> </ul>
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<ul> <li>Risk planning</li> <li>Communication plan</li> <li>Figma</li> <li>Project planning</li> <li>Our team</li> <li>Our supervisor</li> <li>Test cases</li> </ul>	<ul> <li>Website development and coding</li> <li>Gant chart</li> <li>UI/UX design</li> <li>Low fidelity prototype</li> <li>Scrum project management</li> <li>Project planning</li> </ul>

Figure 2 Work Delegation

#### Project scope

USNStart at USN Bø campus plan to convert three lab rooms into a space with open workspaces, private offices, meeting rooms, lounge area, kitchen, printing area, and a game room. We will be creating a website for USNStart. The project will start in January 2024 and end in April 2024. Within the given time, we aim to design, develop, and launch a responsive

website, showcasing all amenities mentioned above with high fidelity visuals and convey key information about them. The scope also includes creating pages with comprehensive information about the coworking space itself, all the available membership options, testimonials and reviews from current and past members, and an unambiguous booking function. We will also incorporate integration of privacy and security measures and collaborate with stakeholders for feedback.

- Agile practices in software development, emphasizing iterative progress,
   collaboration, and adaptability to meet project objectives effectively.
- User stories, as concise descriptions of features from the user's perspective, aid in understanding user needs and ensuring the final product aligns with requirements.
- Visual elements, such as high-quality images and graphics, are crucial for engaging users and conveying information effectively.
- Maintaining a high standard of code quality ensures a stable, scalable, and maintainable website. Usability tests with the target audience, in this case, students, help identify and address user experience issues.
- Effective team communication, particularly via email, is essential for sharing updates, clarifying requirements, and fostering collaboration to achieve project success.

#### Project exclusions

We initially hoped to be able to deliver a dynamic and modern website that would reflect the standards of the various websites most of us use today. We recognize that our limited knowledge and experience in the field of web development as well as the limited time given to complete the project, may hinder us in doing so.

#### Given these facts, we exclude:

- Backend development that would usually be expected such as server-side scripting.
- Database setup for user profile creation/booking management functionality.
- SEO optimization for search engines.
- API integrations such as e-commerce functionality for subscription payments.
- Advanced security measures such as two-factor-authentication.

# Project planning

Project planning is the process of defining the scope, objectives, timelines, and the deliverables of a project before it begins. This process helps us set the expectations for the project, as well as allocating our resources effectively, ensuring that our project stays on track throughout the duration of the project.

#### Scope planning

Scope planning is a crucial process of project management. Here we elaborate on all tasks that needs to be completed to have a successful project outcome. This helps our team understand what the project owner expects us to deliver, and what is to be excluded from the project scope. In doing so, we aim to mitigate any scope creep that could occur and adhere to our proposed progress plan as well as could be expected.

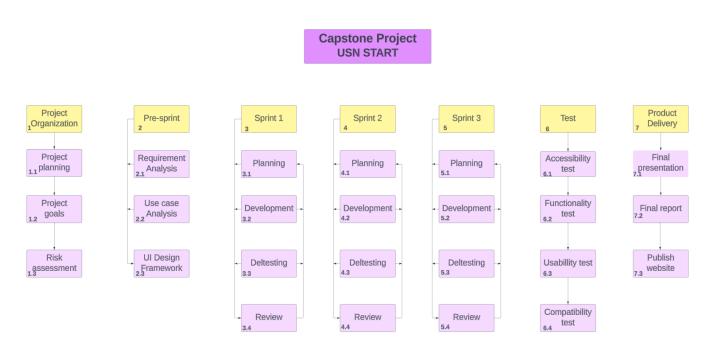


Figure 3 WBS

# Time planning

Time planning is an equally crucial process within project management as scope planning. Here we create a timeline for all activities and tasks required to complete the project within the given timebox. Each primary box has been broken down into smaller and more manageable tasks as can be seen from our Gantt chart below.



Figure 4 Gantt Chart

#### Milestones

ID	Milestones	Completion date	Status
1	Define the project.	0202.2024	Done
	Outline the project goals, scope and		
	exclusions.		
	Organize the team.		
2	Do a UseCase analysis.	23.02.2024	Done
	Analyze each requirement.		
	Make low fidelity prototype.		
3	Make a landing page and its headline.	12.03.2024	Done
	Create sites specifically for information such		
	as contact, location, security and facilities.		
4	Add high fidelity visuals to the website.	28.03.2024	Done
	Showcase membership options & pricing.		

	Implement booking functionality with a floor		
	plan attached.		
5	Showcase reviews for the workspace.	15.04.2023	Partially done
	Make the website accessible on different		
	devices.		
6	Testing and error correction on all sites and	26.04.2024	Done
	functionalities.		
	Exclude and document any shortcomings.		
7	Publishing the website	26.04.2024	Done

Figure 5 Milestones

#### Communication plan

Communication is key for the success of the USNStart Coworking Space project. To ensure seamless collaboration and transparency, we have established a structured communication plan.

Internally, the project team will communicate through Discord for real-time discussions and physical meetings for in-depth collaboration. Weekly team meetings will be held to keep everyone aligned and informed.

For stakeholder engagement, regular Zoom meetings will be conducted involving both stakeholders and the project team. These meetings serve as a way for our team to attain updates, gather feedback, and ensure alignment with the project goals and scope.

To gather valuable insights from potential customers, Google Forms will be utilized for customer reviews. This iterative process allows for continuous feedback collection and improvements based on customer input.

Overall, our communication approach focuses on open communication within the team, transparent updates during stakeholder meetings, and iterative feedback collection through customer reviews. This structured approach aims to foster collaboration, transparency, and continuous improvement throughout the project.

Communicatio	Participant(s	Required	Frequency	Approach
n Type	)	Instruments		
Internal team	Project Team	Discord,	Weekly	Open
communication		Physical		Communication
		meetings,		
Stakeholder	Stakeholders,	Zoom	Weekly	Transparent
meetings	Project Team			communication
				& regular
				updates
Customer	Project team,	Google forms	Iterational	Controlled
reviews	Potential			review forms
	customers			

Figure 6 Communication Plan

#### Risk Planning

Risk planning is an aspect of project management that involves identifying, assessing, and mitigating potential risks that could impact the successful completion of a project. We have created a plan to identify the potential risks and have proposed solutions should they occur.

#### Risk planning consist of four parts:

- Identify Risks: Identify the risks that could potentially lead to problems.
- Analyze Risk: Analyze the probability and the severity if the problems should occur.
- Risk Planning: Create a solid plan to avoid the risks and minimize its impact.
- **Monitor Risk:** Evaluate risks and enforce strategies throughout the project timeline to reduce or eliminate them.

This table presents a comprehensive risk analysis outlining various risks, their associated probabilities, severities, and resulting risk scores. Probability and severity have been rated on a scale of 1 to 10, with the risk score calculated as the product of these two factors.

Risk	Probability	Severity	Risk Score
Missing Technical Expertise	7	8	56
Jurisdictional Risk	4	10	40
Communication Issues	4	9	36
Misunderstanding the tasks.	3	10	30
Scope Creep	4	7	28
Underestimate work amount	5	5	25
Website Safety & Security	5	4	20

Figure 7 Risk Analysis

This table represents the action plan. This tells us the risks as listed above in Figure 7 Risk Analysis, and what measures we would deem necessary should any of these risks become a problem.

Risk	Risk Description	Action
1	Missing Technical Expertise	Consistent learning and cross-training.
		Prioritize what is necessary.
2	Jurisdictional Risk	Continuous communication with USN's
		jurisdictional department.
3	Communication Issues	Schedule regular meetings with the
		group as well as the supervisor. Clear
		communication with each other.
4	Misunderstanding the tasks.	Discuss the tasks together. Define the
		project scope. Ask supervisor if needed.
5	Scope Creep	Continuous communication with
		stakeholders.
6	Underestimate work amount	Analyze the WBS and split into smaller
		tasks. Always be one step ahead.

7	Website Safety & Security	Choosing a stable framework and doing
		regular backups.

Figure 8 Action Plan

# Work methodology

Based on the characteristics of the project, we believe it would be most beneficial for our team to execute the project using an "agile" work methodology. Our methodology will mainly be based on the Scrum methodology, in addition to implementing elements of the Kanban methodology for increased flexibility.

#### Scrum vs. Kanban

Scrum and Kanban are two different process models that can be distinguished through five different aspects:

#### Methodology

- The Scrum methodology is a fairly structured framework for an agile method. The actual process description of a Scrum is defined through sprints; self-determined sets of iterative work sessions, where process model-determined activities are performed iteratively until the team is satisfied or must terminate due to lack of time. For each sprint, the specific sprint's end-product is extracted, as well as an updated backlog. The backlog is then passed on as possible tasks for the next sprint and is executed based on the Scrum team's selection and prioritization of the requirements/user stories within the backlog.
- The Kanban method is a less structured agile method than Scrum. The Kanban model also has no process model-determined activities to be performed, but instead collects all requirements/user stories for the product and organizes them in a visual overview called a Kanban board; an overview board where tasks are classified by priority and sorted in columns that indicate the status of each individual task

#### Time

 The Scrum methodology's sprints are bound by time boxes that conventionally last between two to four weeks. The tasks in each sprint are also assigned their own time boxes. - The Kanban method is not linked to any defined process models, and therefore has a more continuous flow of time in its execution than the Scrum method. Although the entire project as a whole has a time box, the Kanban method does not require activities or tasks to have their own individual time boxes. The focus is on completing higher priority tasks first in the most efficient manner.

#### **Roles and responsibilities**

- The Scrum methodology assigns members specific roles and responsibilities within a team. This forms the basis for the Scrum team's ability to deliver its product.
- The Kanban method is not based on members being assigned specific roles and responsibilities. Instead, the method is based on autonomy in that the group itself is given the chance to decide whether it wants to organize, and if so, to what degree of organization is desired.

#### **Planning**

- The Scrum method plans the execution of work in the form of sprints. In each sprint, there are selected tasks that are classified based on priority and timeline, among other aspects. It is common for tasks with the highest priority to be selected as the earliest tasks in a Scrum.
- The Kanban method collects all tasks on a Kanban board that provides an overview of the amount of tasks, their priority, and the overall flow of the project as tasks are completed.

# Flexibility

- The Scrum method is a less flexible agile method. Each sprint in a Scrum is assigned specific tasks. While in theory, the tasks can be changed, this is discouraged as it can affect the Scrum team's focus and understanding of the sprint's goals. Instead, the Scrum methodology allows for changes to tasks after a sprint retrospective is conducted where the Scrum team is given the opportunity to review their work, present it to their

- stakeholders, and update their tasks based on any change of priorities or new information.
- The Kanban method is a more flexible method. Tasks are not locked within process model-specified activities, but are available throughout the project. The method allows for continuous changes of priorities, updates of tasks and inclusion of newer tasks on an ongoing basis throughout a project.

#### Our proposal

As mentioned above, our work methodology will mainly be based on the Scrum method, with some added elements from the Kanban method.

Scrum is an agile method that had features of non-flexible elements. This makes it well suited for our team who, at the start of the project, had little to no experience of working with agile methods, but needed a more efficient way of working given the timebox of the project.

The Scrum team would be organized into defined roles, but with no assigned responsibilities. By this, we create an internal hierarchy within the scrum team, but keep all responsibilities unassigned so that any team member can execute any task.

The Scrum teams work will be carried out in "flexible sprints". By this, we mean a conventional sprint model, with features of the Kanban method. Each sprint will have predetermined goals and tasks. These will be picked out from a Kanban board, based on the task's priority level. The Kanban board can be updated by the Scrum team, but stakeholders may only be allowed to observe and comment. This is done to minimize the chance of scope creep during our Scrum. We believe this will contribute to the stakeholder's satisfaction with the project's result through their own involvement in the system development phase.

#### Team communication

We have used several tools for this project. A shared word-file that frequently updates has been essential for our project. This lets us work in the same file at the same time with

everyone having the same updated version of the file. The file is saved in OneDrive and every

team member has access to the document through outlook at any given time.

We have used primarily two communication tools for our project: Messenger and Discord. In

Discord we made a server to be able to communicate with each other and have meetings.

We used both Messenger and Discord but for different reasons. Messenger was used for

more practical information, such as when to work at school. Discord was used for academic

material.

Configuration

From the links down below, you can access and observe the work we have done, as well as

the products we have produced.

GitHub Repository:

https://github.com/HenrikTJ/PRO1000Group3USNStart/tree/main

Kanban 1:

https://github.com/users/HenrikTJ/projects/3

Kanban 2:

https://github.com/users/HenrikTJ/projects/4

Kanban 3:

https://github.com/users/HenrikTJ/projects/6

Figma:

https://www.figma.com/file/u6yAX6oUKhx8SZsTliQtSK/USN-Start?type=design&node-

id=0%3A1&mode=design&t=AFgb32utaetrboYX-1

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# Website:

https://henriktj.github.io/PRO1000Group3USNStart/

# Product Backlog

# **User Stories**

Backlog ID	Description	Estimation	Priority
US1: "About us"	As a potential member, I want to read a brief	1	Low
page	overview of the coworking space's history,		
	mission, and values, so that I can understand		
	the community's unique aspects and values.		
US2: Clear and	As a potential member, I want to see a clear	2	Mid
engaging	and attention-grabbing headline that		
headline	communicates the core value of the		
	coworking space, so that I can quickly		
	understand the benefits of joining.		
US3: Compelling	As a potential member, I want to see high-	1	High
visuals	quality images or videos showcasing the		
	interior, workstations, communal areas, and		
	facilities of the coworking space, so that I can		
	visualize the environment and amenities.		
US4: Contact	As a potential member, I want to easily find	1	Mid
information	multiple contact options, including an email		
	address, phone number, and a contact form,		
	so that I can easily get in touch with the		
	coworking space for further inquiries or to		
	book a tour.		
US5: Location	As a potential member, I want to know the	1	High
information	location of the coworking space, including		
	the address, a map, and information about		
	nearby public transportation or parking		
	options, so that I can assess the convenience		
	of the location.		
US6:	As a potential member, I want to easily access	5	High
Membership	and view the membership options, pricing,		

options &	and any special offers or discounts, so that I		
pricing	can evaluate the different plans and make an		
	informed decision.		
US7: Booking	As a potential member, I want to be able to	8	High
page	book available desks in the open workspace		
	with a daypass or monthly membership for		
	the current month. I want to see a floor map		
	where desk selection is interactive and visual		
	and receive a confirmation after completing		
	the reservation.		
US8: Overview	As a potential member, I want to see a list of	2	Mid
of amenities	the key amenities and facilities available in		
and facilities	the coworking space, such as high-speed		
	internet, meeting rooms, coffee lounge, and		
	more, so that I can understand the unique		
	features and benefits of the space.		
US9: Show	As a potential member, I want to read	2	Mid
testimonials and	positive testimonials or reviews from current		
reviews	members, so that I can gain trust and		
	confidence in the coworking space.		
US10:	As a potential member, I want the landing	8	High
Responsive	page to be responsive and mobile-friendly, so		
design	that I can access and view the content		
	correctly on any device or screen size.		
US11: Privacy &	As a potential member, I want to see a	5	Mid
Security	section about data privacy and security, so		
meassures	that I can trust that my personal information		
	will be protected when using the coworking		
	space's services.		
US12: Floor plan	As a potential member, I want to view the	2	High
	proposed floor plan and images of interior		

designs, so that I can understand the layout	
and aesthetics of the coworking space.	

Figure 9 User Stories

# Solution Design

Solution design in this project task involves developing a comprehensive plan for how you will design and implement the USNStart Coworking Space website. This includes identifying technologies to be used (HTML, CSS, JavaScript), developing a responsive design that works on various devices, creating an attractive visual interface that reflects the interior design concepts and floor plan, and integrating features such as membership packages, desk booking, and contact information.

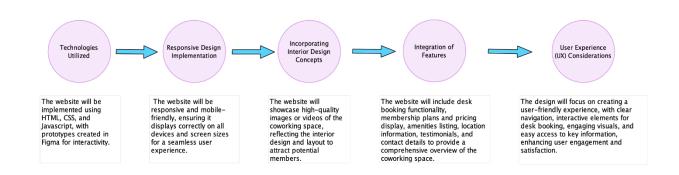


Figure 10 Solution Design

In solution design, the focus is on planning and outlining how the project objectives will be achieved through the implementation of various elements such as technologies, design concepts, features, and user experience considerations. It involves mapping out the steps, tools, and strategies that will be used to create a successful final product that meets the needs and expectations of the target audience.

#### Technology stacks

In our project we have used HTML, CSS, and JavaScript. These are the tools we need to make the Frontend of the website.

HTML is the standard tool for creating websites. HTML creates the structure and content of the website. With HTML we can add headings, paragraphs, links, images, and other elements to make the website fulfilling. We have used HTML since it's easy to use and we have some previous experience from the WEB1000 course.

CSS is used to style the HTML elements. This includes defining colors, fonts, layout over visual presentation. We have used CSS since the norm when working with HTML, and it's easy to use and we also have it from the WEB1000 course.

JavaScript is used to add interactivity and dynamic behavior to the webpages. We have used JavaScript to make the pictures change frequently. We have used JavaScript since it's easy to implement and gives fast results. JavaScript was also utilized to create a popup box upon clicking the reservation button on the booking page.

These tools are user-friendly and accessible with ample online support, such as resources like ChatGPT, making them easy to navigate and troubleshoot.

#### User interface design

Choices regarding colors, typography, buttons, and other visual elements were carefully considered to ensure they supported the goals of the website. For example, we chose a purple color palette that matched the university website's branding. We have ensured that the website has a clear and intuitive navigation menu that makes it easy for users to find the information they are looking for.

We took a lot of inspirations from other Workspace websites. We noticed that the color white keeps reoccurring on them all. White represents creativity which is perfect for a workspace. We noticed that the websites had lots of pictures presenting what they offered, so we did the same. All the websites are simple and make just the most important things grab your attention.

One of the main purposes of the website's homepage is to catch the user's attention. We decided to not put too much information on the homepage, but rather have more pages to divide the information.

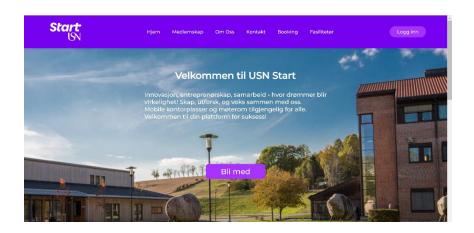
The pictures below show the finalized website.

# Website examples

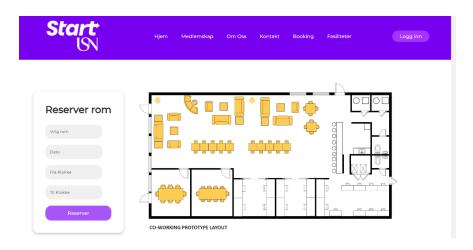
All the website pictures are at the end of the report.

Figure 11 Website Examples

#### Index

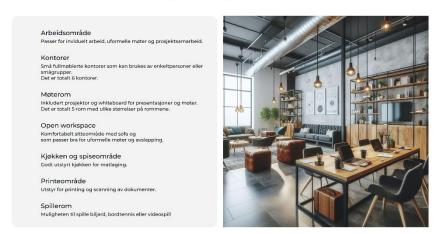


# **Booking**



#### **Facilities**

#### Dette får du hos USN Start



# **Testing**

A test plan is a detailed document that outlines the approach, resources, schedule, and scope of testing for a particular project. It serves as a roadmap for the team to ensure that all aspects of the software or website are thoroughly tested before deployment.

A typical test plan includes sections such as introduction, objectives, scope, approach, resources, schedule, risks, assumptions, dependencies and exit criteria. Each section provides essential information about how testing will be conducted, what will be tested, who will be involved, when testing will occur, potential risks, and the criteria for determining when testing is complete.

The test plan is crucial for ensuring that testing is organized, structured, and comprehensive. It helps to identify potential issues early on, allocate resources effectively, and ensure that the final product meets the desired quality standards. Additionally, the test plan serves as a reference point for all team members involved in the testing process, providing clarity and guidance throughout the testing phase.

#### Test types

**The accessibility test** will test whether our website can be used regardless of one's cognitive or physical state.

**The functionality test** will test whether the customers' requirements have been realised on the website, and to what degree they have been realised.

**The usability test** will test whether a user can find the information they desire from our website and reach their goals through the usage of the website. The test will also gauge a user's experience of the website.

The compatibility test will test whether the website can be viewed and used in a similar manner across multiple devices and operating systems.

# Test cases

Testcase ID	Description	Associated US	Result
TC1	As a potential member, I want to read a	US1: "About	Approved: The "About us"
	brief overview of the coworking space's	us" page	page was designed in a nice
	history, mission, and values, so that I can		fashion. The page reflected
	understand the community's unique		USN's values well.
	aspects and values.		
TC2	As a potential member, I want to see a	US2: Clear and	Approved: The headline and
	clear and attention-grabbing headline	engaging	the landing page in its
	that communicates the core value of the	headline	entirety were clear and
	coworking space, so that I can quickly		engaging. Its similar enough
	understand the benefits of joining.		to other START franchises as
			well as reflecting traits from
			USN.
TC3	As a potential member, I want to see	US3:	Approved: The website
	high-quality images or videos showcasing	Compelling	showcases the workspace in
	the interior, workstations, communal	visuals	a good and advantageous
	areas, and facilities of the coworking		way. The visuals could be a
	space, so that I can visualize the		deciding factor for potential
	environment and amenities.		members to join.
TC4	As a potential member, I want to easily	US4: Contact	Approved: The contact
	find multiple contact options, including	information	information for the USNStart
	an email address, phone number, and a		was easily and intuitively
	contact form, so that I can easily get in		found. The contact form was
	touch with the coworking space for		also a nice touch as opposed
	further inquiries or to book a tour.		to having to call or send an
			email.

TC5	As a potential member, I want to know	US5: Location	Partially Approved: The	
	the location of the coworking space,	information	location was easily found, yet	
	including the address, a map, and		some wished for the	
	information about nearby public		information to be placed on	
	transportation or parking options, so that		its own site. The google maps	
	I can assess the convenience of the		API was nice, but information	
	location.		about public transportation	
			and parking options was	
			missing.	
TC6	As a potential member, I want to easily	US6:	Approved: The membership	
	access and view the membership	Membership	options with respective	
	options, pricing, and any special offers or	options &	prices were easily found on	
	discounts, so that I can evaluate the	pricing	the website as it had its own	
	different plans and make an informed		site. The information was	
	decision.		structured and precise for	
			each membership plan.	
TC7	As a potential member, I want to be able	US7: Booking	Partially Approved: The	
	to book available desks in the open	page	booking page was easily	
	workspace with a daypass or monthly		found as it had its own site.	
	membership for the current month. I		There was a clear and	
	want to see a floor map where desk		comprehensive floor plan	
	selection is interactive and visual and		attached as well. However,	
	receive a confirmation after completing		the selection process could	
	the reservation.		be more visually interactive.	
			No confirmation message	
			had been coded.	

TC8	As a potential member, I want to see a	US8: Overview	Approved: The overview of	
100	•			
	list of the key amenities and facilities	of amenities	amenities and facilities were	
	available in the coworking space, such as	and facilities	handled well on the website.	
	high-speed internet, meeting rooms,		All features were listed and	
	coffee lounge, and more, so that I can		presented in an aesthetically	
	understand the unique features and		pleasing way.	
	benefits of the space.			
TC9	As a potential member, I want to read	US9: Show	Approved: Reviews from	
	positive testimonials or reviews from	testimonials	current and past members	
	current members, so that I can gain trust	and reviews	were listed on the website,	
	and confidence in the coworking space.		though not on its own site.	
TC10	As a potential member, I want the	US10:	Not Approved: The landing	
1010				
	landing page to be responsive and	Responsive	page is shows content on	
	mobile-friendly, so that I can access and	design	multiple pc screen sizes, but	
	view the content correctly on any device		the team was met with	
	or screen size.		difficulties making the	
			landing page accessible on	
			mobile devices.	
TC11	As a potential member, I want to see a	US11: Privacy	Approved: The privacy	
	section about data privacy and security,	& Security	information did not have its	
	so that I can trust that my personal	measures	own site, yet it was wellrol	
	information will be protected when using		documented on the website.	
	the coworking space's services.			
	0 - 1			

TC12	As a potential member, I want to view	US12: Floor	Approved: The floor plan of
	the proposed floor plan and images of	plan	the workspace is illustrated
	interior designs, so that I can understand		through the booking page
	the layout and aesthetics of the		and images of the interior
	coworking space.		through the amenities and
			facilities site.

Figure 12 Test Cases

# Test results

Test-	Testcase	Acceptance	Comment	Result
ID		criteria		
1	How happy are you with the	Scale from 1 to 5,	Overall happy but	4.5
	design of the website?	where 1 is not	kind of empty	
		happy and 5 is		
		very happy.		
2	How easy was it to make a	Scale from 1 to 5,	Very easy, could add	4
	reservation?	where 1 is very	a dropdown list	
		hard and 5 is very	with all the	
		easy.	available rooms.	
3	Was it easy to view the	Scale from 1 to 5,	Easy to view but	3
	memberships and purchase	where 1 is very	was not possible to	
	one?	hard and 5 is very	purchase	
		easy.	membership.	
4	How easy was it to navigate on	Scale from 1 to 5,	Overall easy but it	4
	the website?	where 1 is very	was hard to find	
		hard and 5 is very	"Register new	
		easy.	account".	

5	Were there some	If yes, which and	"Register new	N/A
	functionalities that were hard	why?	account" since you	
	to find or use?		must go through	
			login.	
6	Which functionalities did you		Navbar	N/A
	use the most			
7	Are there any functionalities	If yes, which and	Add the booking	N/A
	that should be added,	why?	function, make	
	removed, or changed on the		reviews,	
	website?			
8	Did you experience any	If yes, describe it.	Textbox in the	N/A
	problems when using the		Contact page is too	
	website?		small to write a	
			longer text.	
9	How easy was it to use the	Scale from 1 to 5,	It was hard, but it	2
	website on a mobile device?	where 1 is very	was possible with	
		hard and 5 is very	time	
		easy.		
10	How would you describe the	Scale from 1 to 5,	Really smooth and	5
	websites response time?	where 1 is very	fast	
		slow and 5 is very		
		fast.		
11	Did you find it easy to find	Scale from 1 to 5,	Easy to find, might	4
	information about USNStart	where 1 is very	be hard for people	
	Bø?	hard and 5 is very	to understand what	
		easy.	the website is	
			about.	
12	Did you find the contact	Scale from 1 to 5,	Easy to find and	4
	information easily? Were there	where 1 is very	easy to contact,	
	any problems reaching out to	hard and 5 is very	could have the	
	us?	easy.		

	email and phone	
	number more up.	l

Figure 13 Test Results

# Sprint summary

## Sprint 1: Make a base prototype

In Sprint 1, we will be applying all the data from our Pre-sprint phase to make a base prototype for our website. This prototype will serve as a skeleton to be improved upon in future sprints.

Sprint 1 29.01.2024 - 09.02.2024					
	Activity	Estimated time (days)	Actual time		
1	Planning	7	7		
2	Development	7	4		
3	Testing	3	2		
4	Review	4	7		

Figure 14 Sprint 1 Overview

#### **Sprint Planning Notes**

#### - Sprint Goals

- In Sprint 1, we aim to lay the groundwork for the whole Scrum project in its entirety by producing the first draft of our product.
- We want a template for the website which future sites can copy the overall design from.
- We want to finish the landing page of the website to gauge the level of satisfaction from the stakeholder.

#### - Definition of Done

- Sprint 1 is considered done when it has yielded a good enough first draft that can be upgraded further in future sprints.
- We have established a solid overall design and pattern for the website.

# - Sprint Backlog

Item ID	Item Description	Size Estimation	<b>Customer Value</b>
US1	"About us" section	1	Low
US2	Make a clear an	2	Mid
	engaging headline		
US3	Compelling visuals	3	High
US4	Contact	1	Mid
	information		
US5	Location	1	High
	information		
US6	Membership plan	5	High
	& pricing		
US7	Booking page	8	High

Figure 15 Sprint 1 Backlog

## Kanban Management Board

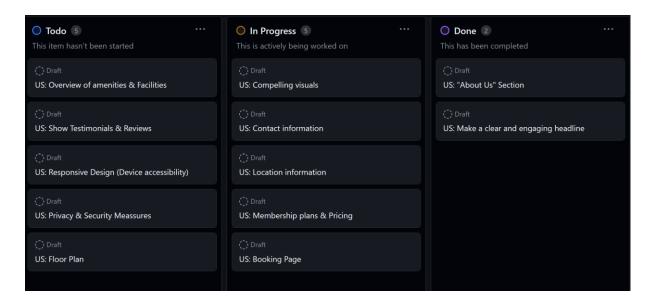


Figure 16 Sprint 1 Kanban

### **Sprint Review Note**

Participants: Fillip, Safin, Elling, Henrik

Meeting location & duration: Campus Bo, 4hrs

- Discussion summary:

Identify all elements of the website.

Agree upon a design palette for the website.

Produce skeleton code (HTML & CSS).

Item ID	Item	Size	Status	Demo
	Description	Estimation		
US1	"About us"	1	Finished	Yes
	section			
US2	Make a clear	2	Finished	Yes
	an engaging			
	headline			
US3	Compelling	3	Ongoing	n/a
	visuals			
US4	Contact	1	Ongoing	n/a
	information			
US5	Location	1	Ongoing	n/a
	information			
US6	Membership	5	Ongoing	n/a
	plan & pricing			
US7	Booking page	8	Ongoing	n/a

Figure 17 Sprint 1 Review Note

#### - Customer Feedback

- o Was the goal achieved?
  - Yes, the goal for Sprint 1 was achieved. All activities were not completed, but many were initiated, and we managed to produce a satisfactory first draft of the website.

- O Was the customer pleased?
  - Yes, the customer was pleased with the overall design choices. The landing page was a satisfactory representation of our design choices. However, the customer expected a better progress from the first Sprint.
- O Were there any misunderstandings?
  - No misunderstandings to report.
- o Was the sprint scope or overall project scope changed?
  - The scope was not changed, but there was a desire from the customers side to increase the amount of deliverables that can be perceived and demonstrated for the future sprints.

#### **Retrospective Meeting Note**

- Participants: Fillip, Safin, Elling, Henrik

- Meeting location & duration: Campus Bo, 4hrs

	Summary
Start doing:	- Check in with each team member and ascertain the status of
	their assigned tasks.
	- Use Kanban board more actively.
	- Define smaller goals, and when their deadline.
Stop doing:	- Wasting time.
	- Coming late to meetings.
	- Too much social chatter
Continue doing:	- Use Kanban board.
	- Delegate tasks for each team member.

Figure 18 Sprint 1 Retrospective Meeting Note

### Sprint 2: Second Prototype

In Sprint 2, we will start the initial implementation of functionality for the website. The focus will be on fulfilling as many of the user story requirements as possible.

Sprint 2 12.02.2024 – 23.02.2024					
	Activity	Estimated time (days)	Actual time		
1	Planning	7	4		
2	Development	7	10		
3	Testing	3	3		
4	Review	4	4		

Figure 19 Sprint 2 Overview

### **Sprint Planning Notes**

#### - Sprint Goals

- In Sprint 2, we aim to start and/or finish implementing core functionality as well as start implementing more advanced functionality.
- We want to expand the number of sites on the website that caters to the user stories in the backlog.

#### - Definition of Done

 Sprint 2 is considered done when at least four of the seven sites from the user stories have been added and finished.

#### - Sprint Backlog

Item ID	Item Description	Size Estimation	Customer Value
US3	Compelling visuals	3	High
US4	Contact information	1	Mid
US5	Location information	1	High

US6	Membership plan & pricing	5	High
US7	Booking page	8	High
US9	Show testimonials & reviews	2	Mid
US12	Floor plan	2	High

Figure 20 Sprint 2 Backlog

- Kanban Management Board

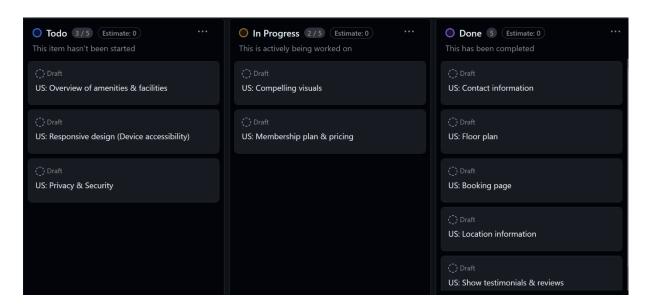


Figure 21 Sprint 2 Kanban

### **Sprint Review Note**

Participants: Safin, Fillip, Elling, Henrik

Meeting location & duration: Campus Bo, 3hrs

- Discussion summary:
  - Choose and delegate tasks.
  - o Start development and advance the code skeleton from Sprint 1.

Item ID	Item	Size	Status	Demo
	Description	Estimation		
US3	Compelling	3	Ongoing	n/a
	visuals			
US4	Contact	1	Finished	Yes
	information			
US5	Location	1	Finished	Yes
	information			
US6	Membership	5	Ongoing	n/a
	plan & pricing			
US7	Booking page	8	Finished	Yes
US9	Show	2	Finished	Yes
	testimonials &			
	reviews			
US12	Floor plan	2	Finished	Yes

Figure 22 Sprint 2 Review Note

#### Customer Feedback

- o Was the goal achieved?
  - Yes, the goal for Sprint 2 was achieved. We have added multiple sites to the website as well as implemented most of the functionality requirements set by the customer.
- o Was the customer pleased?
  - Yes, the customer was pleased with our progress compared to Sprint 1. They were happy that their concerns from sprint 1 was heard and taken care of in sprint 2.
- o Were there any misunderstandings?
  - No misunderstandings to report.
- o Was the sprint scope or overall project scope changed?
  - The scope was not changed.

# **Retrospective Meeting Note**

Participants: Safin, Fillip, Elling, Henrik

Meeting location & duration: Campus Bo, 4hrs

	Summary
Start doing:	<ul> <li>Acknowledge individual and collective successes</li> </ul>
	<ul> <li>Internally define what processes and methods that work for</li> </ul>
	the team.
	- Make time for breaks.
Stop doing:	- Wasting time.
	- Ignoring issues or harder tasks.
	- Procrastination.
Continue doing:	- Using the Kanban board.
	- Checking in with team members and their task statuses.
	- Defining smaller goals for each Sprint
	- Encouraging open communication

Figure 23 Sprint 2 Retrospective Meeting Note

# Sprint 3: Third and final prototype

In Sprint 3, we will finalize as many as many user story requirements as possible.

Sprint 3 26.02.2024 – 08.03.2024					
	Activity	Estimated time (days)	Actual time		
1	Planning	7	2		
2	Development	7	12		
3	Testing	3	4		
4	Review	4	3		

Figure 24 Sprint 3 Overview

# **Sprint Planning Notes**

## - Sprint Goals

- o The website should look the same regardless of the device you're using.
- o A document about privacy and security should be included on the website.
- o The website should have an overview of amenities and facilities.

### - Definition of Done

 We made a page on the website that shows information and pictures of the amenities and facilities.

# - Sprint Backlog

Item ID	Item Description	Size Estimation	Customer Value
US3	Compelling visuals	3	High
US4	Contact	1	Mid
	information		
US5	Location	1	High
	information		
US6	Membership plan	5	High
	& pricing		
US7	Booking page	8	High
US9	Show testimonials	2	Mid
	& reviews		
US12	Floor plan	2	High

Figure 25 Sprint 3 Backlog

### - Kanban Management Board

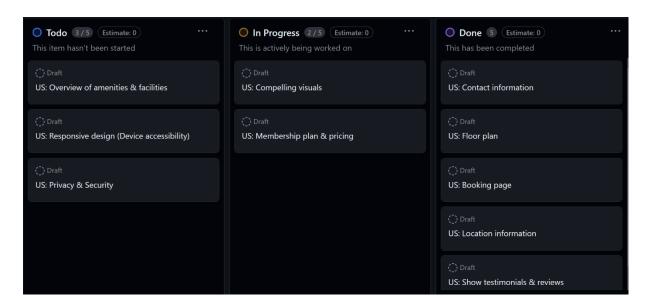


Figure 26 Sprint 3 Kanban

#### **Sprint Review Note**

Participants: Safin, Fillip, Elling, Henrik

Meeting location & duration: Campus Bo, 3hrs

- Discussion summary:
  - Choose and delegate tasks.
  - o Finish the user stories that are "In Progress".
  - Try to do the remaining tasks that are left. That is the "To-do" list in the Kanban Management Board.

Item ID	Item	Size	Status	Demo
	Description	Estimation		
US3	Compelling visuals	3	Ongoing	n/a
US4	Contact information	1	Finished	Yes

US5	Location information	1	Finished	Yes
US6	Membership plan & pricing	5	Ongoing	n/a
US7	Booking page	8	Finished	Yes
US9	Show testimonials & reviews	2	Finished	Yes
US12	Floor plan	2	Finished	Yes

Figure 27 Sprint 3 Review Note

#### - Customer Feedback

- o Was the goal achieved?
  - The goal was not achieved since we didn't finish all of our user stories. The user story that was included was responsive design (device accessibility).
- o Was the customer pleased?'
  - The costumer was pleased about the facility page and liked the pictures.
  - They liked our compelling visuals. They thought it was a great idea to use the school colours, purple and white.
  - The customer was pleased with the membership plan and pricing; however, they noted room for improvement regarding the membership cards. The membership card lacked good pictures and colours.
- o Were there any misunderstandings?
  - There were misunderstandings to some extent, because we didn't know anything about privacy policies or security.
- o Was the Sprint scope or overall project scope changed?
  - Neither the sprint scope nor the overall project scope was changed after talking to the costumer.

# **Retrospective Meeting Note**

- Participants: Safin, Fillip, Elling, Henrik

- Meeting location & duration: Campus Bo, 4hrs

	Summary
Start doing:	- Set goals before each session
	- Don't hesitate to ask for help from other team members
Stop doing:	- Wasting time
	- Ignoring difficult tasks
Continue doing:	- Communicate
	- Taking small breaks

Figure 28 Sprint 3 Retrospective Meeting Note

# Project evaluation

#### Team retrospective

As a group of four working on the USNStart Coworking Space website project, our collaborative experience has been characterized by interdependence, effective teamwork, well-defined roles, and adherence to the assigned plan for each role.

Interdependence: We have recognized the importance of interdependence in achieving our common goal of creating a dynamic and engaging website for the coworking space. Each team member has contributed their unique skills and expertise to different aspects of the project, recognizing that our collective effort is greater than the sum of our individual contributions.

Effective Teamwork: Throughout the project, we have fostered a collaborative and supportive team environment where open communication, active listening, and constructive feedback are encouraged. By leveraging each other's strengths and working together towards a shared vision, we have been able to overcome challenges and achieve milestones effectively.

Well-Defined Roles: From the outset, we have clearly defined roles and responsibilities for each team member based on their skills, interests, and expertise. This has helped us streamline our workflow, avoid duplication of efforts, and ensure that each aspect of the project is being handled by the most qualified team member.

Adherence to Assigned Plan: We have diligently followed the plan assigned to each role, adhering to deadlines, milestones, and deliverables outlined in the project brief. By staying organized, focused, and committed to our individual tasks, we have been able to progress smoothly through the different phases of the project.

Overall, our collaborative experience as a group of four has been marked by a strong sense of interdependence, effective teamwork, well-defined roles, and a commitment to following the assigned plan. By working together cohesively and leveraging each other's strengths, we have been able to make significant progress towards achieving our project objectives.

Our team has effectively collaborated, meeting in person at least three times a week, which bolstered our motivation even during slower working sessions. We have maintained open

channels of communication through joint discussions, enabling us to reach a consensus effectively. Nonetheless, we recognize the potential for increased efficiency within our workflow. Minimizing discussions unrelated to our academic pursuits stands out as an avenue for improvement. By focusing our interactions more closely on project-related matters, we aim to enhance our productivity and achieve our objectives more efficiently.

#### Course retrospective

PRO1000 has been an exciting and challenging journey for us. Throughout the course, we have had the opportunity to delve deep into the world of project management and gain a thorough understanding of the various aspects of leading a project. We have learned important concepts such as project management, teamwork, and communication, which have been crucial for succeeding in projects.

In addition, we have gained experience of working as a team, communicating effectively, and solving problems collaboratively with each other. These are also relevant skills that we will carry with us on other projects.

We have gained an understanding of how group projects work and what it takes. We really loved that this project acquired teamwork. We are thankful that it was easy to get in contact with our professor. It helped us improve every bit of our project of understanding lectures, concepts, modules and the three milestones.

#### Tool retrospective (PRO1000GPT)

Using PRO1000GPT for this project has been a valuable experience. It allows for a structured and organized approach to developing the website for USNStart. The tool helps in generating ideas, creating prototypes, and facilitating communication within the team. By utilizing PRO1000GPT, we can streamline the development process, ensure all requirements are met, and enhance collaboration among team members.

We have encountered a challenge with the responses generated by PRO1000GPT, as they do not consistently align with the information provided in previous answers. This inconsistency in the responses generated has led to confusion and discrepancies in the content produced.

Another challenge we encountered with the PRO1000GPT, is that it reset all our previous questions and given answers from the PRO1000GPT, because of inactivity. Sometimes we asked the PRO1000GPT some questions, worked with something else for 10 minutes and then came back. By the time we got back the PRO1000GPT chat, was empty. When we asked the same question again, we would get a differently formulated answer.

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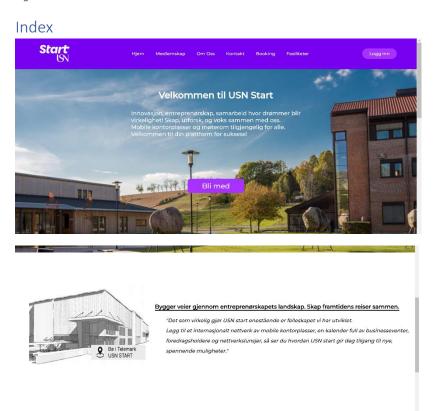
# Attachments

# Overview of the report's figures

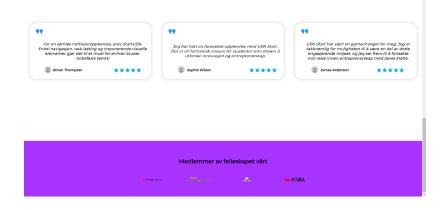
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# Website pictures

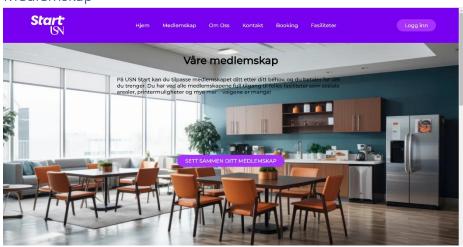
Figure 29 Website Pictures

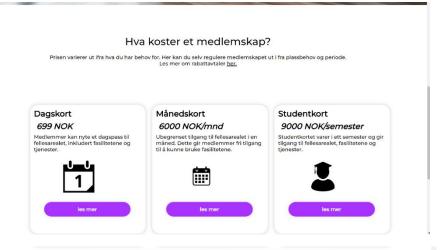


#### Kundeomtale



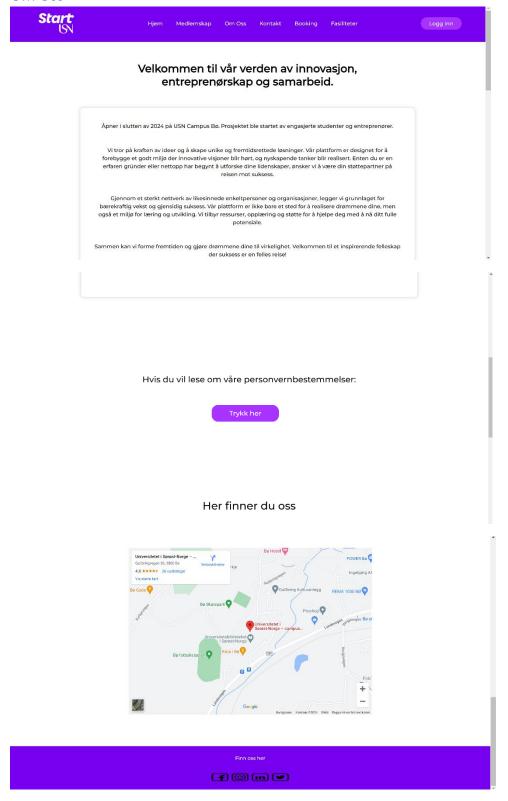
# Medlemskap



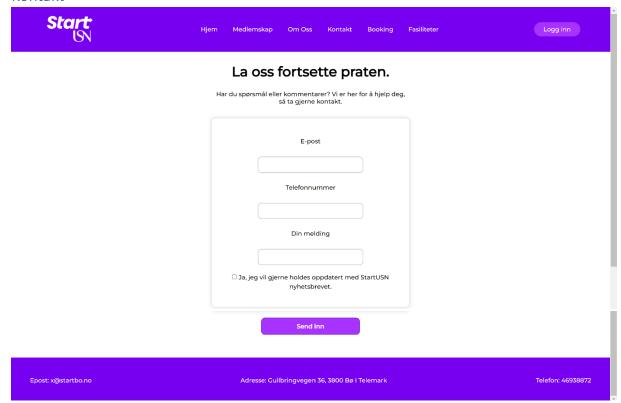


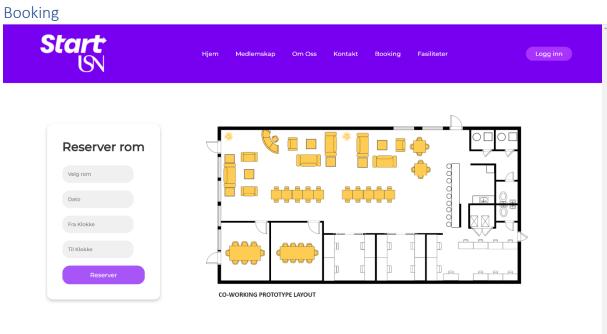


### Om Oss



## Kontakt







Medlemskap Om Oss Kontakt Booking Fasiliteter

#### Dette får du hos USN Start

#### Åpen kontorløsning

Passer for inviduelt arbeid, uformelle møter og prosjektsamarbeid.

Små fullmøblerte kontorer som kan brukes av enkeltpersoner eller smågrupper. Det er totalt 6 kontorer.

Inkludert prosjektor og whiteboard for presentasjoner og møter. Det er totalt 5 rom med ulike størrelser på rommene.

#### Oppholdsrom

Komfortabelt sitteområde med sofa og som passer bra for uformelle møter og avslapping.

#### Kjøkken og spiseområde

Godt utstyrt kjøkken for matlaging.

#### Printerområde

Utstyr for printing og scanning av dokumenter.

#### Spillerom

Muligheten til spille biljard, bordtennis eller videospill



#### Åpen kontorløsning

På USN Start finner du et flott område med mange fleksible sitteplasser med felles pulter, bord og stoler. Her kan du ha møter, samarbeide om prosjekter eller jobbe individuelt.



#### Kontor

USN Start har 6 private kontorer, fullt møblerte kontorer med plass til enkeltpersoner eller små team. Perfekt for privatliv og en dedikert arbeidsplass.



#### Møterom

USN Start har 5 møterom for presentasjoner, kundemøter eller teamdiskusjoner. Rommene er møterom i ulike størrelser, utstyrt med projektorer og tavler.





Oppholdsrommet har komfortable sofaer og stoler som skaper en avslappet atmosfære for uformelle møter eller avslappende stunder for deg og dine kollegaer.

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#### Kjøkken og spiseområde

USN Start har et velutstyrt kjøkken med mulighet for å tilberede måltider og tilbyr også gratis kaffe, te og snacks. Dette er fin mulighet til å bli kjent med nye medarbeidere.

.



#### Printerområde

USN Start har et utskrifts- og skanneområde der du finner alt utstyr for utskrift, skanning og kopiering av dokumenter.

les mer



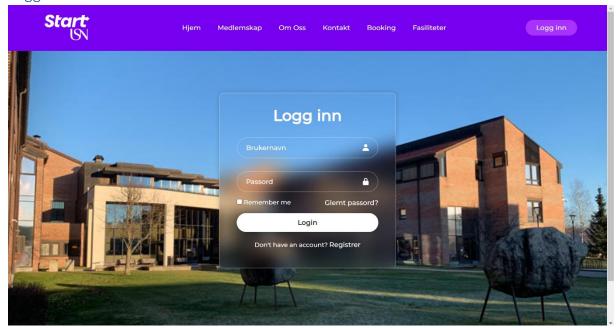
#### Spillerom

Når du trenger en pause eller bare vil ha det gøy, kan USN Start tilby et spillerom med spill som biljard, bordtennis og videospill.

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# Logg inn



# Register

