

Stage 2: Project Charter Development

0. Define Project Objectives

Purpose:

TechMeet is a tech hub that exists to centralise all tech-related events, conferences and simplify event discovery, registration, and networking for newcomers and professionals in the tech industry. It combines the best aspects of platforms like LinkedIn and Eventbrite, but is tailored specifically for individual, career-focused tech engagement.

Objectives:

- Enable users to **search, book, and manage tech-related events, conferences** from one platform.
- Allow users to **build professional connections** within the tech community.
- Support **career growth and upskilling** by showcasing events relevant to users' interests and goals.

Deliverable Section:

The TechMeet web app aims to support users who are passionate about breaking into or growing within the tech industry. It offers a centralised space for discovering tech events, making meaningful industry connections and immersing yourself within the tech industry. It is a central hub for techies.

1. Identify Stakeholders and Team Roles

Internal Stakeholders	Roles	Responsibilities
John	Project Manager / Designer / Developer	Oversees planning, tracks progress, and contributes to UI/UX design
Mao / Won	Task delegate / Complaint rep / Developers	Allocates tasks, represents team concerns
Crystal	Head of Communication / Developer	Schedules and organises the meetings, and sends team updates
John	Head of Design	Leads visual design decisions
John	Documentation	Ensure documentation standards are adhered to.
External Stakeholders	Roles	Responsibilities
Adrian	Project Assistant	Provides information and project guidance
Jed	Assistant Manager	Supports the overall project direction and provides feedback

2. Define Scope

We are initially focusing on building the MVP to ensure a rapid development cycle, to address the out-of-scope features afterwards. The scope may be adjusted as development progresses.

In-Scope:

- Profile creation
- User authentication (Google Auth, Flask JWT)
- Users can browse and book events/conferences
- Users create connections (contacts, companies, etc.)
- Google Maps integration with live updates
- Google Calendar integration
- Users can set/track networking goals

Out-of-Scope:

- GitHub authentication
- Company data
- Gamified approach to networking
- Reviews and ratings
- Tech-related news/articles
- Blog posts

3. Identify Risks

Risk	Mitigation
Some team members lack React experience/typescript	Early self-learning of React / TypeScript
Real-time API data is not available / fails	Events are saved in the primary database, while a background job periodically calls external APIs to refresh this data. Redis is a middle-tier cache to improve performance and reduce redundant API calls.
Non-attendance due to unforeseen circumstances	Inform the team so tasks can be delegated to another member, and get updated. The buddy system is in place, and two or more people are assigned to roles, allowing someone to take over when members are away.
Unpredictable timeline due to the complexity of the application	We're reusing parts of our HBnB backend structure and code to reduce to save time. Using Flask on the backend, something we're all familiar with with saves time, eliminating the need to learn a completely new tech stack.
Errors and bugs	Regular testing, use of debuggers, and peer code reviews. Also writing unit tests and E2E tests. As well as refactoring some of the code in TypeScript

4. Develop a High-Level Plan

Project Stages & Timeline:

Internal due date: 14th July 2025

Presentation date:

Timeline: 11 weeks

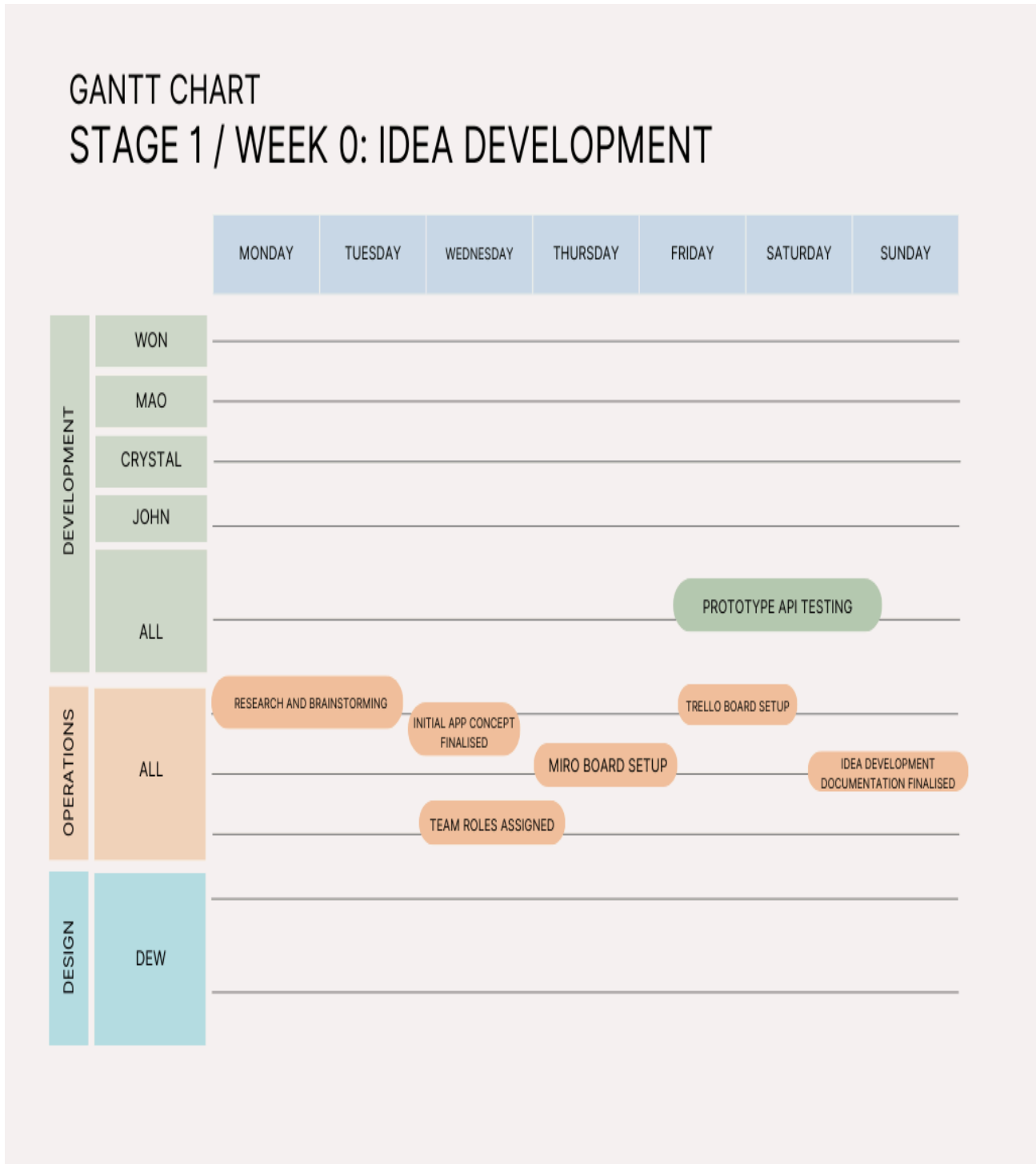
MVP development timeline: 6 weeks

Out of scope feature development timeline: 2 weeks

Stage	Week(s)	Description	Key Milestones / Deliverables
Stage 1: Idea Development	Week 0 - 1	Team brainstorming, product vision, and value proposition.	<ul style="list-style-type: none">- Initial app concept finalised- Problem statement defined- Target users identified
Stage 2: Project Charter Development	Week 1-2	Document project scope, goals, roles, and risks.	<ul style="list-style-type: none">- Project Charter complete- Stakeholders assigned- Communication plan outlined- Trello board setup
Stage 3: Technical Documentation /project setup (80%) Potential 2 weeks	Week 2-3	Define system architecture, APIs, tech stack, and data models.	<ul style="list-style-type: none">- Technical documentation complete- App prototype built- App design fleshed out (wireframes)- Initial project setup + app deployed- Github repo setup- MVP cards added to Trello
Stage 4: MVP Development	Week 3-11	Build core features: event creation, browsing, RSVP, and notifications.	<ul style="list-style-type: none">- Divide workload into manageable sprints- Web app build (MVP)- Mobile app build (MVP)- Additional features implemented if time permits
Stage 5: Project Closure	Week 11-12	Final testing, deployment, documentation, and retrospective.	<ul style="list-style-type: none">- Unit + E2E tests- Ensure deployment is updated with the latest changes- Documentation completed- Presentation prep

Gantt chart (up until stage 3):

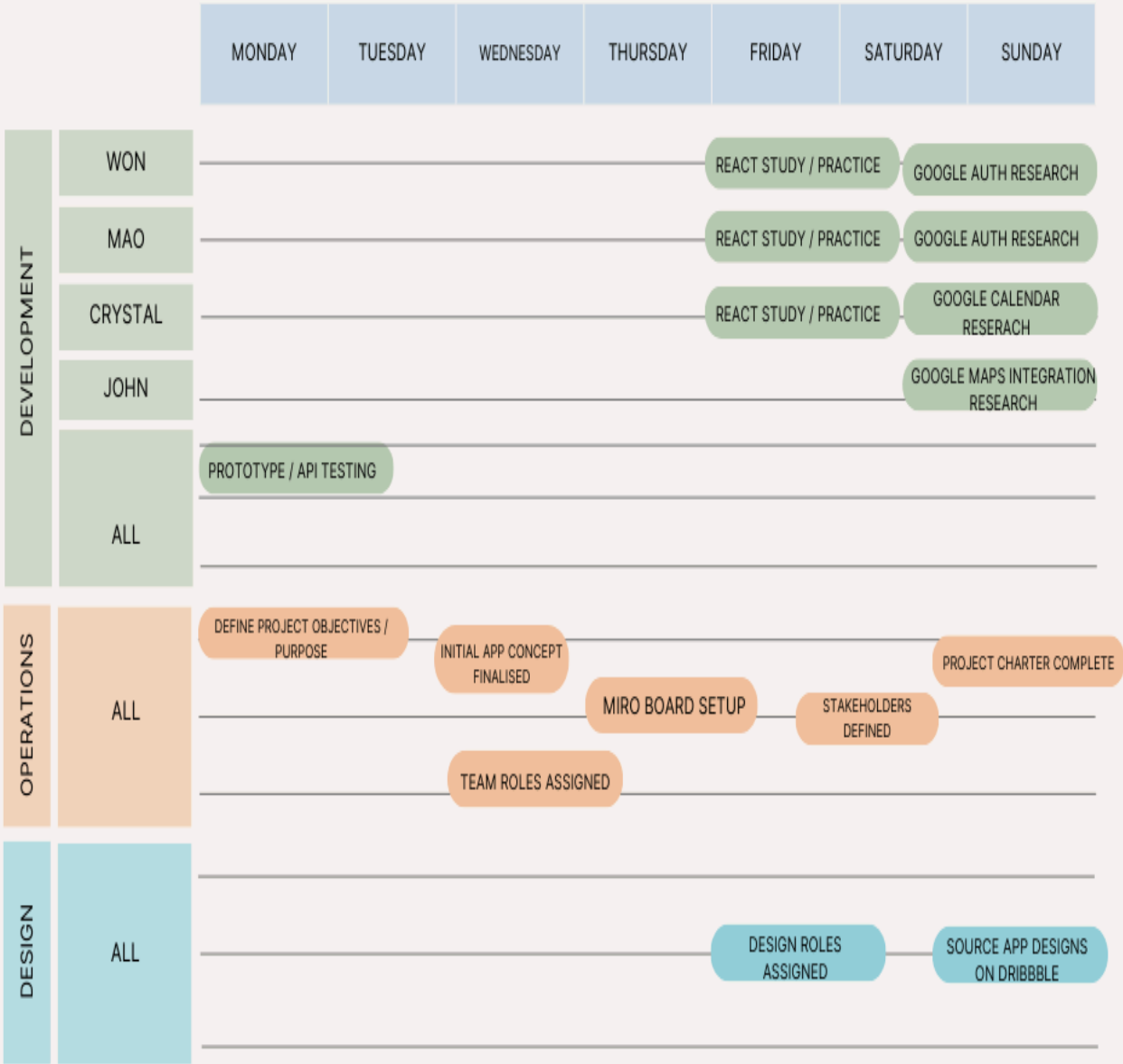
Stage 1:



Stage 2:

GANTT CHART

STAGE 2 / WEEK 1-2: PROJECT CHARTER DEVELOPMENT



Stage 3:

GANTT CHART
STAGE 3 / WEEK 2-3/4: TECHNICAL DOCUMENTATION

