

Mango: Hi, in this video we will talk about our project, what to expect about it, and some milestones we have established. Do keep in mind that we will also talk about our ways of working during the following weeks, how the project will be administered and the assignments each teammate will have, as to the itinerary and priority for each activity, this video will also include that.

## OUR WORKFLOW

Ivan: Work will be distributed using an importance system, this means that, depending on how much time, manpower and resources each assignment takes, a color will be given to said assignment, the following colors are to be used:

Tello: Green color, this color will be given to the assignments we consider to be lighter than the rest, meaning that, these assignments are to be completed in approximately two to three days, and the responsible team for it will consist of one to two teammates, each green assignment will be established during the start of each phase in order to prepare for even bigger assignments.

Sebastián: Yellow assignments, said color will be given to the assignments that are expected to be completed in a two to three days time lapse, these kind of assignments will require the help of at least 3 to 4 teammates, we also consider yellow assignments to include some tasks or preparations from green assignments.

Mango: And our last color, red, the latter is to be considered extremely important. Now, this color will help us identify tasks that are to be completed in a week and ALL teammates required to collaborate. This category of assignments also include multiple assignments from the former colors, this being the reason that we require the full team to collaborate.

Ivan: Now, allow us to talk about how each assignment will be distributed. Each distribution will be considered as a “phase”, the latter shall be subdivided in something we will consider as “parts”, using this method will allow us to divide the assignments we talked about a bit earlier.

Tello: We plan on dividing the whole group into sub-groups, in order to do this, each sub-group will be consist of a teammate, said teammate will have its own section for editing and include changes to the main branch, the following groups will be established:  
(team editado, pongan una foto de los equipos de trabajo.)

Sebastián: For our schedules, both virtual and in-person approaches are to be used. Two weekdays are included on the schedule, said days will be Tuesday, from 11 am to 1 pm and Friday, from 9:30 am to 11 am. During this time, any related problem to the assignments, questions and assignment evaluations will be discussed. For virtual schedules, tools like Microsoft Planner are expected to be used, as assignments, that usually take from 1 to 2 hours each, will be uploaded here, each virtual assignment consist on information gathering and are to be worked on individually.