Phoenix Group - ITC 515

Week2

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 1. Key milestones

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Team Formation | 02/8/2017 |
| Face to Face Interaction | 02/8/2017 |
| Next Meeting Finalized | 09/8/2017 |
| Commitment throughout the Project | 02/8/2017 |

# 2. High-level objectives

1. Each member will work as a team to achieve the common goal of the project
2. Communication will always be there throughout the project.
3. Constructive feedback of each other work, motivation, support and integration will be the key aspects.
4. Completing the task at right time, make review and document at each session of work.

# 3. Evaluation criteria

1. Each members work will be frequently checked on interact, wiki, github by other members and inform, remind of each other tasks

2. Each member will report individual progress in each meeting and provide feedback

3. Member sincerity will be judged based on presence in each meeting, productive feedback, tasks contribution

# 4. Work Item assignments

The following Work Items will be addressed in this iteration:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Item ID** | **Name or key words of description** | **Outcome** | **State** | **Assigned to (name)** | **Estimated Hours** | **Hours worked** | **Estimate of hours remaining** |
| 1.1 | Phoenix Group official email address create | Future all communication do using official email | complete | All members |  |  |  |
| 1.2 | Establish communication method | Establish Common communication method do update day to day activities regarding group and exchange ideas each other | complete | All members |  |  |  |
| 1.4 | Week 2 - Iteration Plan | Help to identify complete and remaining tasks | complete | Dila |  |  |  |
| 1.3 | Create GitHub Accounts and branches for each members | For future source code comitment |  | All members |  |  |  |
| 1.4 | GitHub Accounts and branches link with each members | For future source code comitment | complete | Mal & Ra |  |  |  |
| 1.4 | Week 3 - Minute | Can review overall tasks performed in a session |  | Bhu |  |  |  |

# 5. Issues

|  |  |  |
| --- | --- | --- |
| **Issue** | **Status** | **Notes** |
| 1. Common online communication tool needs to be identified and finalized 2. Version control account needs to be created | Pending for upcoming week  Pending for upcoming week | Online Communication tool will be selected from recommended tools by lecturer.  Will be discussed in coming session and account will be created online with help of lecturer if any confusion. |

# 6. Assessment

|  |  |
| --- | --- |
| Assessment target | Group Formation, Commitment, communication throughout project, Next meeting finalising |
| Assessment date | 02/08/2017 |
| Participants | Bhuvan, Dilanka, Malsha, Rajesh |
| Project status | All communication method has finalized and configured GitHub account with all members. |

## Assessment against objectives

Team has been formed; face to face interaction with each other identity has been exchanged.

Next meeting time, date and location has been finalized

Each members contact details and mail has been exchanged

## Work Items: Planned compared to actually completed

Group official email has been created and given email address is: [phoenixgroupcsu@gmail.com](mailto:phoenixgroupcsu@gmail.com) exchange

Version control: github account and common communication platform has created which is <https://github.com/phoenixgroupcsu/>

Group communication method which is Trello Link: https://trello.com/phoenix403

## Assessment against Evaluation Criteria Test results

The group formed for project has been approved by our lecturer and each member has access to interact to contribute on wiki. The resource needed has been made available to the students.

## Other concerns and deviations

* Communication may not be possible sometimes because of unexpected situations.
* Team members may not be able to attend the meeting or contribute individual task because of illness, accident.
* Integration may be delayed because of misunderstanding of each other tasks.