

PRAM-ITC205	
Iteration Plan	Date: 1/08/2021



PRAM-ITC205

Iteration Plan 1

1. Key milestones

Milestone	Start Date	End Date
Iteration starts	22nd July 2021	30 th July 2021
Composition of the team	22nd July 2021	22 nd July 2021
Organize a virtual zoom meeting/discussion	22nd July 2021	29 th July 2021
Meeting Minutes	29 th July 2021	29 th July 2021
Building a Version Control Repository	28 th July 2021	29 th July 2021
Creating a Team Charter	29 th July 2021	30 th July 2021
Upgrading Iteration Plan	30 th July 2021	1 st August 2021
Update in Team Group wiki	29 th July 2021	2 nd August 2021

2. High-level objectives

1. Organize a time schedule for a virtual group discussion/meeting for all team members every week via Zoom/ WhatsApp
2. Analysis and allocation of tasks for all team members.
3. Explanation of new product ideas of team members.
4. Group discussion/meetings prevent miscommunication and build trust between team members.
5. Building a Version Control Repository in GitHub.
6. Create an Individual branch of each team member.
7. Creating a Team Charter.

3. Evaluation criteria

1. Virtual group meetings/discussions were organized to prepare and discuss assignment 1 via communication mechanisms such as WhatsApp/Zoom.
2. Provide feedback in every group discussion/meeting and improvement for better outcomes.
3. Using GitHub, as of version control software Git repository hosting service for version control.
4. PRAM members have access to the version control repository.
5. Updating all the documents/files in Team Group Wiki, WhatsApp for understanding.
6. Analysis of all the documents/files before submitting.
7. Upgrading an Iteration Plan
8. Updating all the documents/files in the Team group wiki.

4. Work Item assignments

The following Work Items will be addressed in this iteration:

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Work Item ID	Name or key words of description	Outcome	State	Assigned to (name)	Estimated Hours	Hours worked	Estimate of hours remaining
1.1	Selection of mode of communication mechanisms	WhatsApp and Zoom groups were created for meeting.	Completed	All members (Priya Rosy Adhiyant Mahendra)	4	3	1
1.2	Creating a Team Charter	Determine the team's abilities, strength as well as expectations.	Completed	Adhiyant Verma	3	3	0
1.3	Team Meeting Minutes	Created a GitHub master account and branch accounts for each team members.	Completed	Mahendra Subedi	3	3	0
1.4	Building a Version Control Repository	Version control repository of master branch is created and the branches for the whole group.	Completed	Rosy Dhakal	2	2	0
1.5	Iteration Plan	Identifying tasks for each team members. Each task allocated to team members has been created and published in team's wiki.	Completed	Priya Pokharel	5	5	0
1.6	Equal involvement and completion of tasks	Process of working collaboratively in tasks to balance personal learning with group's project goals.	Completed	All team members	3	3	0

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5. Issues

Issue	Status	Notes
Difficult to plan group meeting due to difference in availability of each team member.	The meeting has been organized in morning according to best interests of each team member. The communication mechanism used is WhatsApp and Zoom.	Group meeting is favorable to better understand and resolve challenges.
Different insight of the project's main idea.	After the group meeting, each team member grasped the scope and goal of the project.	The course assessment requirements are main to enhance understanding of the tasks.

6. Assessment

Assessment target	Iteration Plan 1
Assessment date	8/08/2021
Participants	Priya Pokharel, Rosy Dhakal, Adhiyant Verma, Mahendra Subedi
Project status	Green

- **Assessment against objectives**

High-level objectives of the iteration plan are mentioned correctly. Each team member was committed to the completion of tasks allocated to them. Engagement of team member in every meetings/discussion and participation lead to operating efficiently.

- **Work Items: Planned compared to actually completed**

All the team member has identifying the tasks that are needed for completion. Allocation of tasks to each team member and deciding the roles made it more convenient to run smoothly. To summarize, we finished each work that had scheduled from beginning to end.

- **Assessment against Evaluation Criteria Test results**

At first, each team member had confusion of project, so each shared idea and the task details. Each team member has shown an adequate understanding of all the high-level objectives. So, all the documents were completed and updated in version control repository and team wiki.

- **Other concerns and deviations**

In addition to our evaluation and recommendations, personal growth based on mutual insight is one of our concerns. The determination of individual team members plays an active role in completing the evaluations. So, we held a meeting and discussed our perspectives to prevents miscommunication and build trust between each other.