# **Google Doc: Execution Plan & Kickoff Checklist**

## **Project Overview**

**Project Name:** SkillSwap App  
**Duration:** 1 Month  
**Phase:** 1 - Planning & Design  
**Week:** 1  
**Team Members:** [Add Names Here]

## **Objectives for Phase 1**

* Brainstorm features (must-have vs nice-to-have)
* Finalize core requirements
* Design UI mockups
* Set up version control (GitHub)
* Define tech stack & folder structure
* Create user flow diagram

# **Task Breakdown**

### **1. Feature Brainstorming Session**

**Deliverable:** Documented feature list (must-have vs nice-to-have)  
**Tools:** Google Docs or Notion

| **Category** | **Must-Have** | **Nice-to-Have** |
| --- | --- | --- |
| User Accounts | Signup, Login, Edit Profile | Social Login (Google/Apple) |
| Skills Listing | Add Skills Offered & Needed | Upload certificates/images |
| Matching | Skill matching | Location-based matching |
| Messaging | In-app Chat | Voice notes, video calls |
| Reviews | Rate partner | Testimonials with photos |
| Notifications | New Match, New Message | Push notifications |
| Search | Filter by skill | Advanced search options |
| Leaderboard | Top users | Skill challenges leaderboard |

### **2. Tech Stack Selection**

**Deliverable:** Documented tech stack decision

| Component | Options | Final Choice (Team Decision) |
| --- | --- | --- |
| Frontend | React Native, Flutter, Native (Kotlin/Swift) | TBD |
| Backend | Node.js + Express, Django, Spring Boot | TBD |
| Database | MongoDB, PostgreSQL | TBD |
| Version Control | GitHub, GitLab, Bitbucket | TBD |

### **3. User Flow Diagram**

**Deliverable:** Clear flow from user signup to completed swap  
**Tools:** Figma, Miro, Whimsical

Example Flow:

1. Download App
2. Signup/Login
3. Profile Setup (Skills Needed/Offered)
4. Get Matches
5. Chat & Arrange Swap
6. Complete Swap
7. Review Partner

### **4. UI Mockups**

**Deliverable:** Figma file with base screens + user flows  
**Tools:** Figma

| Core Screens |
| --- |
| Splash Screen |
| Onboarding |
| Sign Up & Login |
| Profile Setup |
| Skills Listing Feed |
| Match Details |
| Chat Screen |
| Notifications Screen |
| Reviews Screen |
| Leaderboard |

### **5. Repo Setup**

**Deliverable:** GitHub Repo with clear folder structure

**Example Structure:**

SkillSwapApp/

├── backend/

├── frontend/

├── design/

├── docs/

# **Kickoff Checklist**

✅ Schedule First Team Meeting  
✅ Assign Roles (Frontend Lead, Backend Lead, Design Lead, PM)  
✅ Agree on Communication Tool (WhatsApp/Slack)  
✅ Agree on Task Management Tool (Trello/GitHub Projects)  
✅ Create Shared Google Drive Folder for Docs  
✅ Create Initial Figma File & Share Link  
✅ Brainstorm & Document Features  
✅ Lock Tech Stack  
✅ Sketch User Flow Diagram  
✅ Start UI Mockups in Figma  
✅ Create GitHub Repo & Invite Team

# **Additional Notes**

* Use Agile process (weekly sprint reviews)
* Document all decisions in /docs folder or shared Google Doc
* Assign tasks in Trello for easy tracking