

Project Management (Stage 1)

Roles and Task Delegation

In order to efficiently work on this task we have decided to split the development into distinct areas. The team has been split in such a way so that members are responsible for areas they are most strongly suited for. However, all team members will contribute to all areas of the project so that each member has a solid understanding of what needs to be done. Below is a description of each area and who has been assigned to it for Stage 1 of the project:

Tasks:

- **Web scraping** involves extracting raw data from the websites.
- **Data processing** requires raw data to be processed so that it is in a consistent form for the database. On top of this, the data needs to be labelled and have appropriate metadata tags for each article.
- **Backend development** is concerned with things such as creating the Flask web server that will respond to API calls by fetching the desired results from the database
- **Database management** involves creating the database and importing the processed data so that it is ready to be accessed by the API.
- **API deployment** is about using Heroku to deploy our backend so that it can be tested and used by our frontend in stage 2.
- **Testing** ensures our API is working as desired.
- **Documentation** will allow future developers to understand the specifics of our system and project goals.

Team responsibilities:

- Flynn - Web scraping, data processing, backend development.
- Josh - backend development, API deployment, documentation.
- Frank - database management, backend development, testing.
- Edwin - backend development, testing, documentation.

Project Meetings

In order to keep the team on track we have opted to hold weekly discussions every wednesday with our mentor on Microsoft Teams, in addition to these we also have flexible meeting day that occurs whenever the entire team is free which is usually on tuesdays; since we are using an AGILE development strategy this arrangement seems to be the one that allows for the most work to be done in a flexible way.

Each meeting with our mentor will involve us giving him a run down on our combined progress and getting feedback which will help us move our project into the right direction. Once given feedback we will discuss how we can implement the changes amongst ourselves and start delegating tasks to the team.

During each meeting every team member will give a quick description of what they have done, what they need to do and anything they have troubles with. This will help the team get a rough understanding on where we stand and also allow us to help each other out with our problems and see what blockers could be affecting our development targets.

Project Management Software

Since we cannot have daily standups and progress updates and queries still need to be made we have decided to use apps such as Trello, and Facebook Messenger to let us keep track of the teams progress on an individual basis and this allows for everyone on the team to be kept constantly up to date. Flexible meetings are held on our team's Discord channel as it allows for easy drop-ins during calls.

We will also be making use of Gitlab for our source code management as it offers features such as version control, code tracking and issue tracking, which the team will be using to organise and plan our development cycles.

We are also using Google Docs to write documentation and reports, collaboratively in real time.

Work arrangements:

- Weekly meetups
- Communication on teams
- Gitlab used for source code management

Project Management & Design:

- Figma
 - For creating prototypes and allowing reviews and changes to be made quickly before the actual coding begins.
- Trello
 - For the team to track what their allocated task is and plan ahead for future tasks.

Project Gantt Chart

Our team will be using a Gantt Chart to visualise the tasks for this project so that we can assess our progress and redirect time and resources if needed.

