

Project Management Document

Sam Oneil

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Website Proposal

For our group project we would like to make an organizational website akin to myanimelist.net. This website will deliver functionality that will allow a user to browse a large list of movies and TV shows then select which ones they plan to watch. The website will then provide the user with a text file containing the names of the shows that they have picked to watch. The website will be responsive, including changes when the site is displayed on a mobile phone and tablet when compared to a desktop.

Team Code of Conduct

- **Participation:**

- All participation in group discussions will be equal, no team members will be left out.
- One discussion will be carried out at a time, allowing for everyone to share their updates.
- Take new ideas into consideration and avoid disregarding it completely.
- All team meetings will be documented by a chosen team member for future reference, including but not limited to date/time of meeting, attendance records and all decisions made.

- **Communication:**

- All team members will meet and communicate on a weekly basis, discussing project progress.
- Additional meetings will be arranged if needed, possibly with short notice depending on urgency.
- All team members will be responsive to messages and provide updates on their work progress.
- All team members will notify in advance if they are unable to attend a meeting.
- Feedback will be shared with one another, along with the acceptance of any constructive criticism.

- Keep discussions on track/topic with minimal/no distractions.
- Team members should be respectful when disagreeing with others, there will be no conflict.
- Any issues should be addressed to the whole group so it can be resolved as soon as possible.
- Do not be afraid to ask others for help if you are struggling, as a team we work together.

· **Decisions:**

- Team members will take all work that has been done into account when deciding on the next stages of the project.
- No set team members should dominate team discussions, there should be equal distribution amongst the team.
- Team members will take initiative on their assigned tasks and bring up any concerns they have with the rest of the team.
- If need be, this document will be updated if there are additional requirements to be made or the project takes an alternative direction.

Skill Audit

Sam Oneil Key Skills

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important

ORGANIZATION OF LEARNING				
I have strategies to help me to plan and manage my time	X			1
I am able to effectively prioritise my tasks and activities		X		2
I am able to work to deadlines	X			
I am aware of what makes my learning more effective (e.g. place to study, time to study etc)	X			

INFORMATION SEEKING SKILLS				
I am able to find a specific book or journal in the library using the on-line catalogue		X		
I am able to use a variety of different sources to find information (e.g. journals. books, electronic resources)	X			1
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)		X		2

I am able to use search gateways on the Internet to find information	X			
I am able to evaluate the information I find	X			

READING AND NOTEMAKING				
I can decide which parts of a book I need to read	X			
I have a system for recording where I find information (e.g. book, author, date)	X			2
I can select and use different reading strategies (e.g. skim, scan, in-depth)	X			
I can make effective notes when reading	X			
I can make effective notes when listening (e.g. during lectures)	X			1
I have a system for recording and storing my notes	X			

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WRITING SKILLS				
I can analyse assignment (essay, report etc) questions to determine what is expected		X		
I understand the difference between an essay and report	X			
I can produce a written plan to answer an assignment question	X			1
I can punctuate, use grammar and spelling correctly	X			
I am confident I can express my ideas clearly in written form		X		2
I am able to adapt my writing styles to suit the appropriate media/audience	X			
I understand the need to reference my work to avoid plagiarism	X			

SPOKEN COMMUNICATION				
I am able to express my views verbally	X			
I am confident speaking in front of a group of people	X			
I can prepare, plan and deliver a presentation	X			
I can use visual aids to support a presentation	X			
I am able to listen to and appreciate the views of others	X			

WORKING WITH NUMBERS				
I am competent in making simple calculations	X			

I can present numerical information accurately	x			1
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)		x		2
I can interpret and present information in graphs and illustrations		x		

WORKING WITH OTHERS				
I am good at working with other people		x		
I am able to lead or organize a group	x			1
I know how to plan and manage meetings	x			

I am good at co-ordinating a group such as storing and sharing files and documents	x			
I am good at supporting other people		x		2
I am able to get the best out of others		x		
I can motivate others	x			
I am able to manage conflict or disagreement	x			
People look at me as a leader	x			

STRESS MANAGEMENT				
I know what causes stress	x			

I am aware of my personal symptoms of stress	x			
I can use strategies to help me cope with my stress or other people's stress	x			

PERSONAL DEVELOPMENT PLANNING				
I am able to identify my personal goals	x			
I am a good judge of what my strengths and areas for development are		x		2
I am able to identify opportunities for learning outside my course, e.g. clubs, societies, employment	x			
I am able to plan for my personal development	x			1

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
HTML	X			3
CSS – Bootstrap		X		1
PHP	X			2
JavaScript		X		1
Database management		X		1
Use of Project Management-based software	X			2

Lewis Oxley Jenkins Key Skills

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
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ORGANIZATION OF LEARNING				
I have strategies to help me to plan and manage my time	X			
I am able to effectively prioritise my tasks and activities		X		1
I am able to work to deadlines	X			

I am aware of what makes my learning more effective (e.g. place to study, time to study etc)		X		2
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INFORMATION SEEKING SKILLS				
I am able to find a specific book or journal in the library using the on-line catalogue	X			
I am able to use a variety of different sources to find information (e.g. journals, books, electronic resources)	X			
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)		X		2
I am able to use search gateways on the Internet to find information	X			
I am able to evaluate the information I find	X			

READING AND NOTEMAKING				
I can decide which parts of a book I need to read	X			

I have a system for recording where I find information (e.g. book, author, date)	X			
I can select and use different reading strategies (e.g. skim, scan, in-depth)	X			
I can make effective notes when reading		X		2
I can make effective notes when listening (e.g. during lectures)		X		1
I have a system for recording and storing my notes	X			

WRITING SKILLS				
I can analyse assignment (essay, report etc) questions to determine what is expected	X			

I understand the difference between an essay and report	X			
I can produce a written plan to answer an assignment question		X		1
I can punctuate, use grammar and spelling correctly	X			
I am confident I can express my ideas clearly in written form		X		3
I am able to adapt my writing styles to suit the appropriate media/audience		X		2
I understand the need to reference my work to avoid plagiarism	X			

SPOKEN COMMUNICATION				
I am able to express my views verbally		X		2
I am confident speaking in front of a group of people		X		1

I can prepare, plan and deliver a presentation		X		
I can use visual aids to support a presentation		X		
I am able to listen to and appreciate the views of others		X		3

WORKING WITH NUMBERS				
I am competent in making simple calculations	X			
I can present numerical information accurately	X			
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)	X			

I can interpret and present information in graphs and illustrations	X			
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WORKING WITH OTHERS				
I am good at working with other people	X			
I am able to lead or organize a group		X		1
I know how to plan and manage meetings	X			
I am good at co-ordinating a group such as storing and sharing files and documents	X			
I am good at supporting other people	X			
I am able to get the best out of others		X		

I can motivate others		X		2
I am able to manage conflict or disagreement		X		3
People look at me as a leader		X		

STRESS MANAGEMENT				
I know what causes stress	X			
I am aware of my personal symptoms of stress	X			
I can use strategies to help me cope with my stress or other people's stress		X		1

PERSONAL DEVELOPMENT PLANNING				
I am able to identify my personal goals		X		1
I am a good judge of what my strengths and areas for development are	X			
I am able to identify opportunities for learning outside my course, e.g. clubs, societies, employment		X		2
I am able to plan for my personal development		X		3

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
HTML	X			
CSS – Bootstrap	X			

PHP	X			
JavaScript		X		1
Database management		X		2
Use of Project Management-based software	X			

Petr Cina Key Skills

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
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ORGANIZATION OF LEARNING				
I have strategies to help me to plan and manage my time		X		1
I am able to effectively prioritise my tasks and activities	X			1

I am able to work to deadlines	X			1
I am aware of what makes my learning more effective (e.g. place to study, time to study etc)	X			2

INFORMATION SEEKING SKILLS				
I am able to find a specific book or journal in the library using the on-line catalogue			X	2
I am able to use a variety of different sources to find information (e.g. journals, books, electronic resources)		X		2
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)		X		3
I am able to use search gateways on the Internet to find information			X	2
I am able to evaluate the information I find	X			1

READING AND NOTEMAKING				
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I can decide which parts of a book I need to read	X			1
I have a system for recording where I find information (e.g. book, author, date)		X		2
I can select and use different reading strategies (e.g. skim, scan, in-depth)	X			2
I can make effective notes when reading		X		2
I can make effective notes when listening (e.g. during lectures)		X		1
I have a system for recording and storing my notes	X			1

WRITING SKILLS				
I can analyse assignment (essay, report etc) questions to determine what is expected	X			1

I understand the difference between an essay and report	X			1
I can produce a written plan to answer an assignment question	X			1
I can punctuate, use grammar and spelling correctly			X	2
I am confident I can express my ideas clearly in written form		X		2
I am able to adapt my writing styles to suit the appropriate media/audience			X	2
I understand the need to reference my work to avoid plagiarism	X			1

SPOKEN COMMUNICATION				
I am able to express my views verbally	X			1
I am confident speaking in front of a group of people	X			1

I can prepare, plan and deliver a presentation		X		1
I can use visual aids to support a presentation			X	2
I am able to listen to and appreciate the views of others	X			1

WORKING WITH NUMBERS				
I am competent in making simple calculations	X			1
I can present numerical information accurately	X			2
I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)	X			2

I can interpret and present information in graphs and illustrations	X			1
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WORKING WITH OTHERS				
I am good at working with other people	X			1
I am able to lead or organize a group		X		1
I know how to plan and manage meetings	X			2
I am good at co-ordinating a group such as storing and sharing files and documents	X			1
I am good at supporting other people		X		2
I am able to get the best out of others			X	1

I can motivate others		X		2
I am able to manage conflict or disagreement	X			1
People look at me as a leader			X	2

STRESS MANAGEMENT				
I know what causes stress	X			1
I am aware of my personal symptoms of stress	X			1
I can use strategies to help me cope with my stress or other people's stress			X	1

PERSONAL DEVELOPMENT PLANNING				
I am able to identify my personal goals	X			1
I am a good judge of what my strengths and areas for development are	X			1
I am able to identify opportunities for learning outside my course, e.g. clubs, societies, employment			X	2
I am able to plan for my personal development		X		2

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
HTML	X			1

CSS – Bootstrap			X	2
PHP		X		1
JavaScript		X		1
Database management		X		1
Use of Project Management-based software	X			1

Daniel Washington Key Skills

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
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ORGANIZATION OF LEARNING				
I have strategies to help me to plan and manage my time	X			

I am able to effectively prioritise my tasks and activities	X			
I am able to work to deadlines	X			
I am aware of what makes my learning more effective (e.g. place to study, time to study etc)	X			

INFORMATION SEEKING SKILLS				
I am able to find a specific book or journal in the library using the on-line catalogue	X			
I am able to use a variety of different sources to find information (e.g. journals, books, electronic resources)	X			
I am able to access and search electronic resources (on-line databases, electronic journals CD-ROMs)		X		2
I am able to use search gateways on the Internet to find information		X		2
I am able to evaluate the information I find	X			

READING AND NOTEMAKING				
I can decide which parts of a book I need to read		X		2
I have a system for recording where I find information (e.g. book, author, date)		X		2
I can select and use different reading strategies (e.g. skim, scan, in-depth)	X			
I can make effective notes when reading		X		2
I can make effective notes when listening (e.g. during lectures)	X			
I have a system for recording and storing my notes	X			

WRITING SKILLS				
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I can analyse assignment (essay, report etc) questions to determine what is expected	X			
I understand the difference between an essay and report	X			
I can produce a written plan to answer an assignment question		X		2
I can punctuate, use grammar and spelling correctly	X			
I am confident I can express my ideas clearly in written form		X		2
I am able to adapt my writing styles to suit the appropriate media/audience	X			
I understand the need to reference my work to avoid plagiarism	X			

SPOKEN COMMUNICATION				
I am able to express my views verbally		X		1

I am confident speaking in front of a group of people		X		2
I can prepare, plan and deliver a presentation		X		1
I can use visual aids to support a presentation		X		2
I am able to listen to and appreciate the views of others	X			

WORKING WITH NUMBERS				
I am competent in making simple calculations	X			
I can present numerical information accurately	X			

I can competently use a variety of numerical techniques (e.g. percentages, fractions, decimals)	X			
I can interpret and present information in graphs and illustrations	X			

WORKING WITH OTHERS				
I am good at working with other people	X			
I am able to lead or organize a group		X		2
I know how to plan and manage meetings		X		1
I am good at co-ordinating a group such as storing and sharing files and documents	X			
I am good at supporting other people	X			

I am able to get the best out of others		X		2
I can motivate others		X		2
I am able to manage conflict or disagreement		X		2
People look at me as a leader		X		2

STRESS MANAGEMENT				
I know what causes stress	X			
I am aware of my personal symptoms of stress	X			

I can use strategies to help me cope with my stress or other people's stress		X		2
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PERSONAL DEVELOPMENT PLANNING				
I am able to identify my personal goals		X		1
I am a good judge of what my strengths and areas for development are		X		1
I am able to identify opportunities for learning outside my course, e.g. clubs, societies, employment		X		2
I am able to plan for my personal development		X		2

SKILLS AREA	I CAN DO THIS WELL	OK, BUT I NEED MORE PRACTICE	I CAN'T DO THIS	PRIORITY DEVELOPMENT OF THIS SKILL 1 = very important, 2 = quite important, 3 = not important
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HTML	X			
CSS - Bootstrap	X			
PHP		X		2
JavaScript		X		1
Database Management		X		
Use of Project Management-based software	X			

Risk Analysis

Risk Analysis and Management within Risk engineering

There are many risks that can end up occurring that can derail the project and put us off course for our predicted timelines. Within this section, analysis and management will be done. Input will be received from the team on risks that could occur.

Potential Risks

- Group members not completing work on time
- Group members not uploading files correctly
- Group members not uploading files on time
- Group members not having an update for meeting time (Fridays)
- Group members not attending team meetings
- Group members not behaving in an acceptable manner
- Group members leaving the project
- Group members leaving university
- A member of the group not being able to do work
- Hardware corruption without a backup
- Issues regarding coding styles between devs
- Disagreements with creative direction

- Hardware issues
- Software issues
- Group members focusing more on other modules and assessments

Risk Matrix

Team BB8 - Web Stream Risk Matrix				
Potential Risk	Likelihood of Occurrence	Potential Impact on Project	Overall Risk to Project	Risk Ownership
Group members not completing work on time	6	8	48	Project Manager/ Individual Team Member
Group members not uploading files correctly	8	5	40	Individual Team Member
Group members not uploading files on time	6	7	42	Individual Team Member
Group members not having an update for meeting time (Fridays)	2	8	16	Individual Team Member
Group members not attending team meetings	6	10	60	Individual Team Member
Group members not behaving in an acceptable manner	3	9	27	Individual Team Member
Group members leaving the project	1	10	10	Individual Team Member
Group members leaving university	1	10	10	Individual Team Member

A member of the group not being able to do work	4	7	28	Individual Team Member
Hardware corruption without a backup	2	10	20	Individual Team Member
Issues regarding coding styles between devs	4	4	16	Project Manager
Disagreements with creative direction	6	7	42	Project Manager
Hardware issues	3	8	24	Individual Team Member
Software issues	6	3	18	Individual Team Member
Group members focusing more on other modules and assessments	4	4	16	Individual Team Member

Risk Management

Team BB8 - Web Stream Risk Management Methods				
Potential Risk	Potential Solution	Likely time used for the solution	New risk factor(time taken compared/contrasted to initial risk factor)	Is this risk worth addressing?
Group members not completing work on time	Project manager needs to make sure work is being done by group	3	8	Yes

	members			
Group members not uploading files correctly	Project manager needs to give the members methods of uploading documents	3	13	Yes
Group members not uploading files on time	Project manager is responsible for giving members easy access to uploading files	2	21	Yes
Group members not having an update for meeting time (Fridays)	Project manager is responsible for setting and acting upon team meetings	3	5	No
Group members not attending team meetings	Members and project manager should agree on time which most people are available	3	20	No
Group members not behaving in an acceptable manner	Project manager moderating meetings	1	27	No
Group members leaving the project	Project manager reassigning tasks	3	3	No
Group members leaving university	Project manager reassigning tasks	3	3	No
A member of the group not being able to do work	Project manager reassigning tasks	5	6	Yes
Hardware corruption	Member having help from others in order to	5	4	No

without a backup	either recover or redo work			
Issues regarding coding styles between devs	Project manager compromising on a definitive style	6	3	Yes
Disagreements with creative direction	Project manager compromising	6	7	Yes
Hardware issues	Project manager reassigning tasks while the member of the group is able to return	8	3	Yes
Software issues	Members assisting the member with the issue until it is resolved	5	4	Yes
Group members focusing more on other modules and assessments	Project manager can request an extension	6	3	Yes

Breakdown, Prioritisation and Allocation

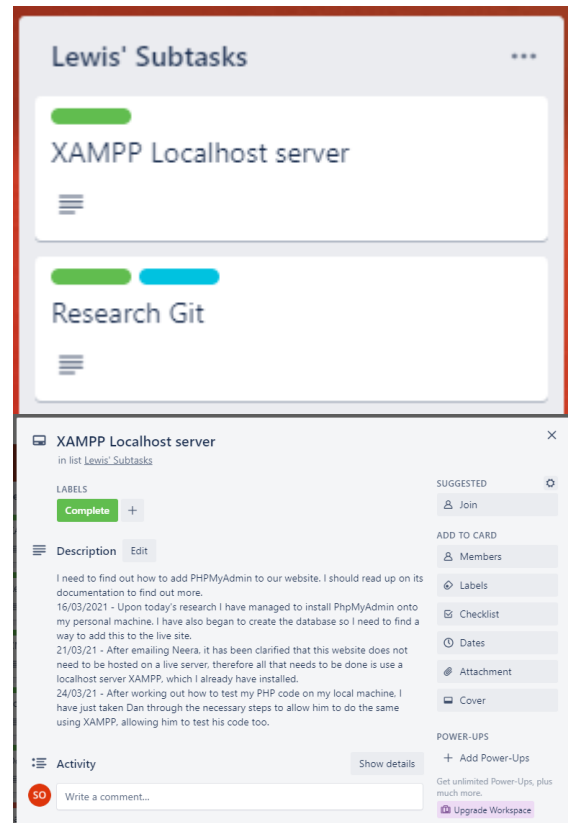
Task Breakdown

For task breakdown, 'Trello' is extremely useful and offers many features that can help with task breakdown and allocation to make everyone know what they're doing. Trello is an online app that allows for the breaking down of apps, allocating tasks to people, representing the status of tasks through colour to help organise better. Furthermore, all of the members of the project can use the Trello. Trello also logs every change made to it, allowing for great recording of changes and how task prioritisation may change throughout the project.

The link to the Trello we have used for the project can be found here:

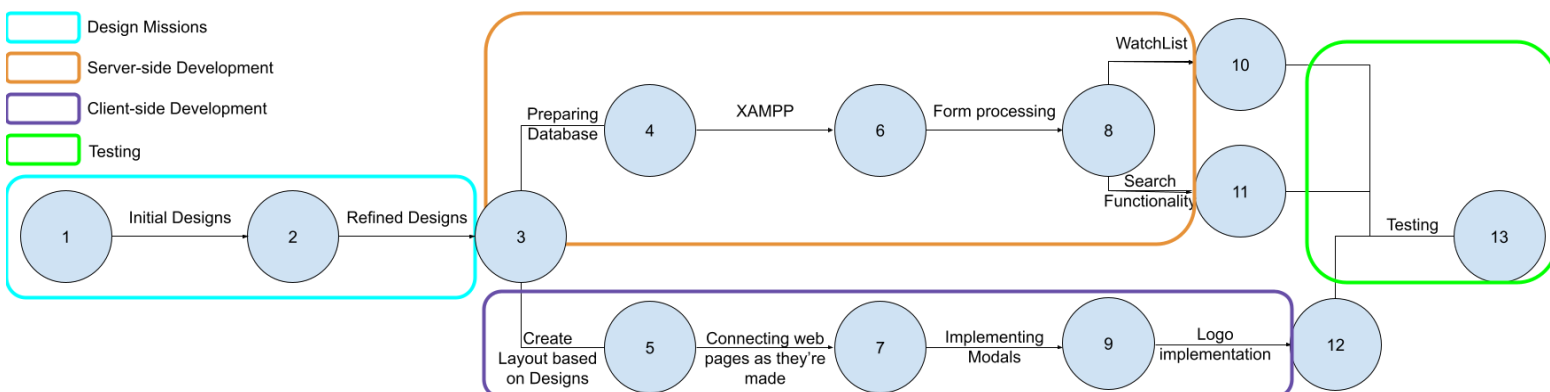
<https://trello.com/b/3RonK2eE/team-bb-8-web>

Here are some examples of how we've been using Trello to organise tasks. Within Lewis' category, there are several of Lewis' tasks along with colours to denote the status of the task he has been given. Clicking onto the first task, the XAMPP Localhost server, a description can be given to give updates on how well the task is doing. Once he has completed this task he can label it as complete within Trello, giving it the green highlight.



Task Prioritisation

For figuring out task prioritisation, a PERT chart was created in order to understand which tasks needed to be prioritised. This was important because the order in which tasks are completed matters within this project. For instance, the CSS for the website cannot be completed until the designs are agreed upon and completed. As seen below, each task was given a number to indicate which needed to come before the others.



1. Initial Designs

- Initial designs needed to be created in order to know which design the team wanted for the website. Once everyone within the team agreed on a design, the designer set to work on making a refined design.
- 2. Refined Designs
 - The refined designs were created to give more context and exact dimensions to the design. This includes the colours scheme, borders, placement of buttons, text size, font, and other details.
- 3. Preparing Database
 - Once the designs are agreed upon and created, the server-side dev will create the database within “phpmyadmin” and have it ready according to the specifications of the designer. The dev will also implement a database for admin users so regular users cannot edit entries into the database.
- 3. Create Layout based on Designs
 - The client-side dev will get started on creating as many webpages as are needed for the website to be completed and starting rough construction of the CSS needed for the site.
- 4. XAMPP
 - The server-side dev will research and use the hosting program “XAMPP” to locally host the website so it can connect to the phpmyadmin database and be able to be tested properly.
- 5. Connecting web pages as they’re made
 - The client-side dev will need to implement a navbar in order to link the web pages together and keep it updated. Pages such as the admin page and editing page cannot be accessed by a regular user and will have to be hidden.
- 6. Form Processing
 - Once the communication between the database and XAMPP are working, the server-side dev will begin work creating process files that will take information and input it into the database as well as forms that allow information to be edited.
- 7. Implementing Modals
 - Modals will be used in order to show more information about a show pulling through the data from the database. This allows the site to display more data without having a dedicated webpage for each individual show.
- 8. Watch List
 - The server-side dev will construct the watch list using session arrays in order to let a user pick a show, add it to a tracked watch list that they can view and then download.
- 8. Search Functionality
 - Once data is being pulled through to the site, the search functionality can be completed to allow the user to look for specific shows using a search bar.
- 9. Logo Implementation
 - The client-side dev can implement the pre-designed logo into the site.
- 10. Testing
 - The tester will create a testing plan for the watch list so it works well and does not have any bugs
- 11. Testing

- The tester will create a testing plan for the search functionality so it works well and does not have any bugs

12. Testing

- The tester will make sure the CSS is consistent on each page for desktop and mobile.

Allocation

Within the breakdown stage of task allocation, there was a clear choice on how to break down tasks. Missions were allocated based on the skill audits of the team. Out of every member, Lewis has the most experience with back-end server-side code and PHP, this made him a clear fit for the server side development. As dan has had experience with CSS and with assistance from Lewis has been allocated the client side mission. Petr has more experience with web design and skills in Adobe XD and has been assigned the design mission. Sam will take on both project management and testing as organisation can be done well with multiple applications he can set up. As a team, we shall work on the payment gateway and database access.

Mission Allocation

Lewis: Advanced Server-side

Dan: Advanced client-side

Petr: Advanced Mobile Website design

Sam: Project Management, Testing

Team: Payment Gateway, Database Access

Scheduling, Version Control and Revisions

Scheduling

Weekly meetings are planned in order to keep the team structured and aware of what is happening. At the start of the project, agile development was going to be used (as detailed in **Revisions/Methodology**) but this was changed to scrum as weekly meetings.

Meeting Agenda:

- What has been completed within the past week
- What needs to be done for next week
- Logging these two points into a document
- Track changes from week to week

This criteria was the goal for each SCRUM meeting.

To better track progress a GANTT chart was created and planned as a rough guide for the devs and designers. The GANTT chart has each brokedown task recorded and accounted for throughout the timeline if the project goes according to plan. Delays can happen as mentioned within the **Risk Analysis**, like other modules taking priority as deadlines approach.

Team BB-8
Project Lead: Sam Oneil

Team Meeting

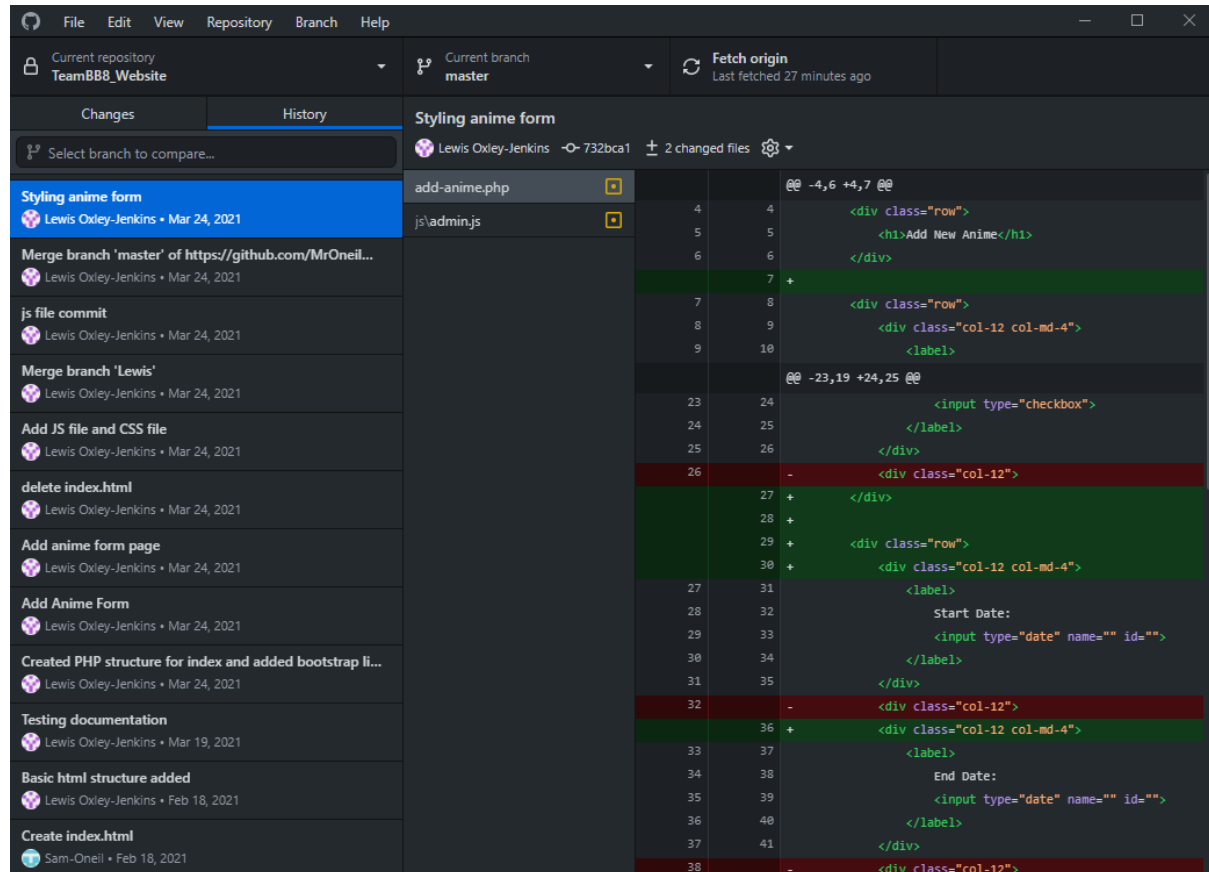
Mon, 2/15/2021

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[illegible]

Version Control

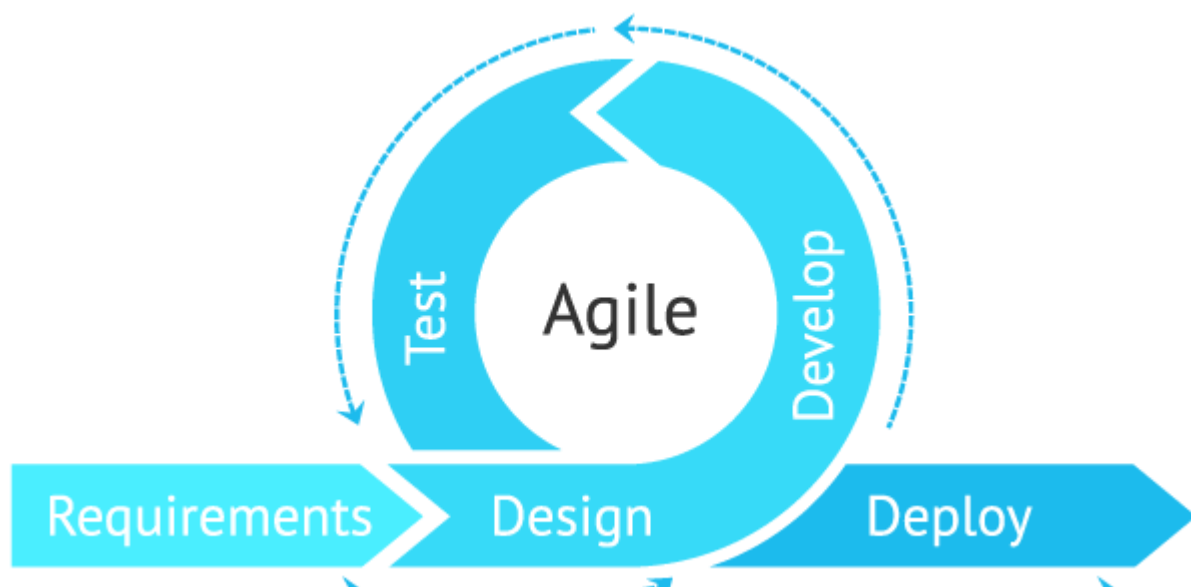
Version control was entirely handled by GitHub as it's method of version control records everything that gets committed to the project, logging every change made with comments by the developers. As the project gets built, the developers will essentially be logging every step of the construction through the use of GitHub Desktop as each commit requires a description.



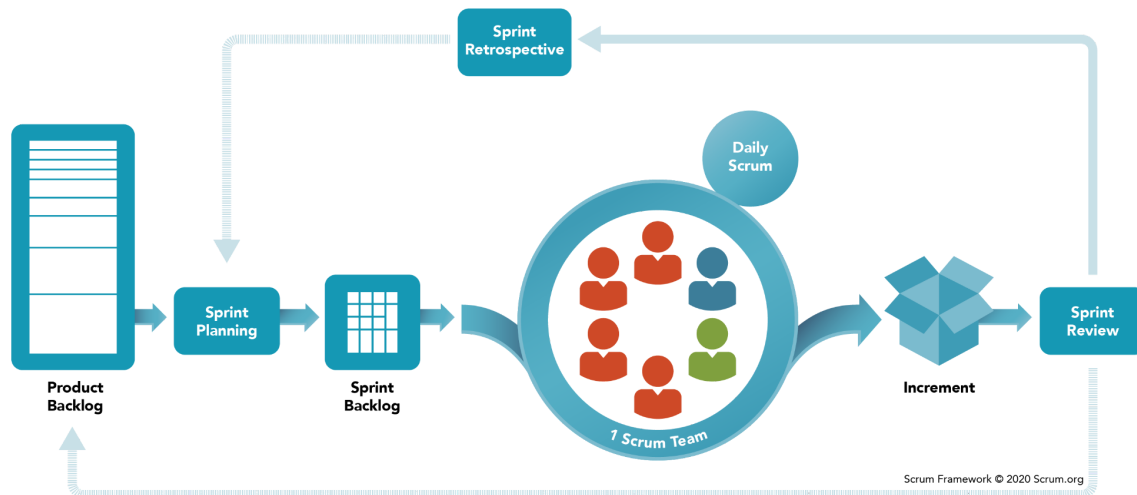
Link to the GitHub is here: https://github.com/MrOneilWasTaken/TeamBB8_Website

Revisions/Methodology

There are a few Methodologies that can be used while working within a group, most notably, agile development.



Agile is great for software development though the project that the team are carrying out is web based and differs from typical software development. While a team building an application may go through several versions, web development tasks take longer and don't typically change much from their beginning versions. If the team were to use agile methodology, there would only be a few meetings as it would take a long time for functions of the website to be completed. Agile development has a few advantages and was originally the choice for our team, but as time went on we found it a lot easier to do Scrum methodology.



While a lot of Scrum typically takes place daily, the team figured it was best to do them weekly as there are other priorities (other modules) to think about as well as SEP. As stated before, while using Scrum, the agenda for the meetings can be a quick update about what has been done within the past week and what will be done for next week's meeting. Using this method for our meetings means that they can be completed quickly and be frequent enough to know what's going on within the project. A week typically gives someone a good amount of time to complete the task they were given. There are a few downsides to scrum as end dates to projects can be fuzzy, but that risk has been mitigated due to already constructing a GANTT chart in order to give the group deadlines to have work completed by.

Logs of Progress, Problems and Solutions

Communication

A lot of communication between team members will take place through a group chat on the VOIP app "Discord". This is because each team member has easy access to Discord, Discord has the ability to pin important information and team members can be communicated with individually if needed.

Logging of Progress

As mentioned previously, GitHub will track each commit made to the project. This makes logging progress practically automatic as work is shared with others once a developer has finished a chunk of work, accompanied with comments on what has been changed, added or removed.

A link to the Github is here: https://github.com/MrOneilWasTaken/TeamBB8_Website

Besides automatic logging when it comes to development, each meeting that takes place will have notes that record what was talked about, problems that we come across and solutions that we find.

Meeting Timeline

Meeting 1: 15th February 2021

Within this meeting we discussed:

- Going over the individual missions
- Assigning missions to each person
- Code of conduct

Meeting 2: 4th March 2021

Within this meeting we discussed:

- Re-allocating missions
- Re-submitting website proposal

Meeting 3: 19th March 2021

Within this meeting we discussed:

- Reviewing Petr's designs
- Inviting devs to GitHub

Meeting 4: 26th March 2021

Within this meeting we discussed:

- Looking at Dan's work
 - Modals
 - Navbars
- Looking at Lewis' work
 - Researching Git
 - Usage of XAMPP
 - CMS development
- Lewis' work next week
 - Testing on other devices
- Dan's work next week

- Working out how to pull database data into modals

Meeting 5: 2nd April 2021

Within this meeting we discussed:

- Looking at Lewis' work
 - CMS completed
 - Editing page complete
- Looking at Dan's work
 - -
- Looking at Petr's work
 - Completed Adobe XD design
- Lewis' work next week
 - "Delete show" needs to work
 - Log in system needs to be done
 - Documentation
- Dan's work next week
 - Still figuring out pulling database data into modals using JQuery
- Petr's work next week
 - Add filter, footer and search bar into design
 - Create colour schemes

Meeting 6: 9th April 2021

Within this meeting we discussed:

- Looking at Lewis' work
 - Login system complete
 - Cleaned up the backend
- Looking at Dan's work
 - Navbars
 - Applying colour schemes
- Looking at Petr's work
 - Completed colour designs
- Lewis' work next week
 - Writing documentation
 - Donation page
- Dan's work next week
 - Work with Lewis to pull through database data
- Petr's work next week
 - Construct final design

Meeting 7: 23th April 2021

Within this meeting we discussed:

- Preparing for a meeting with Dan Organisciak
- Presentation of the modals and the site

Meeting 8: 7th May 2021

Within this meeting we discussed:

- Applying for a PEC in order to get an extension
- Other modules pushed back work that could get done on the project
- Lewis working on how the front-end elements are presented