Method Selection & Planning

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Section A:

We established fairly early on that our main method of communication aside from the Zoom practical meetings was going to be the Discord application. This is due to the fact that a discord server is versatile and it makes it easy to create different messaging channels for different aspects of our project (eg. architecture and implementation). It also enabled us to easily communicate at a moments notice given that most of our team members already use Discord for other purposes. Zoom meetings are less flexible and the Zoom interface is less suited for more spontaneous communication that could arise during the creation process which led to us concretely using Discord.

We also came to the conclusion that Google Drive would be the best location to store all our documents and drafts that we would create for the project along the way. Google docs is quite suitable for collaborative efforts since remote access editing is made readily available within the software allowing us to collaborate simultaneously on a task. Given the ease of access,this method was preferred to using Microsoft Office and Teams sharing software since our team members were more familiar with the Google software. This meant a learning process of a new software wasn't necessary.

Initially, we started out by using Trello for more concrete scheduling and organising.However, fairly early on we identified some problems with doing so. Although all the different activities were clearly visible it was hard to visualise prioritisation and duration of different tasks. This prompted us to switch to the much more suitable Gantt chart approach. Gantt charts proved to be much more potent in providing instant visual information on the current status of our project as well as the scheduled tasks necessary to approach completion. This amplifies our confidence in our progress leading to an increase in productivity.

Using these three applications we think there is a sufficient baseline and structure created in order to facilitate a good and efficient workflow towards completing our project within the given time frame. The last point to address is the way we plan to create our architecture and share our code. Github was the front-runner due to the relative ease of syncing whilst simultaneously continuing to work on code in parallel.
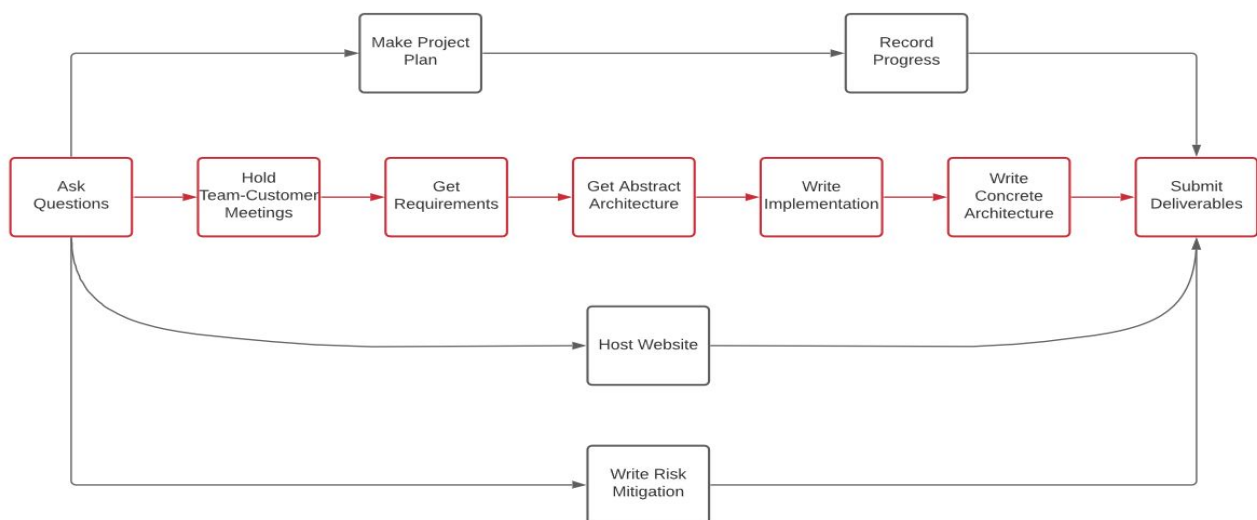
Section B:

From our initial meetings, a few things became apparent that would help us streamline our project. Firstly, we seemed to have a strong team cohesion and as a result, very quickly a decision-making process by committee was established as opposed to having any one person presume a leadership role. Usually a leader is useful for helping establish structure however, given that we would have a relatively small scale project and fairly frequent meetings we decided that for our own group this would be an appropriate team structure to continue with since we are functioning smoothly regardless. We also outlined our own individual strengths and weaknesses discovering that we had a very good overlap in terms of task allocation matching our individual team members.
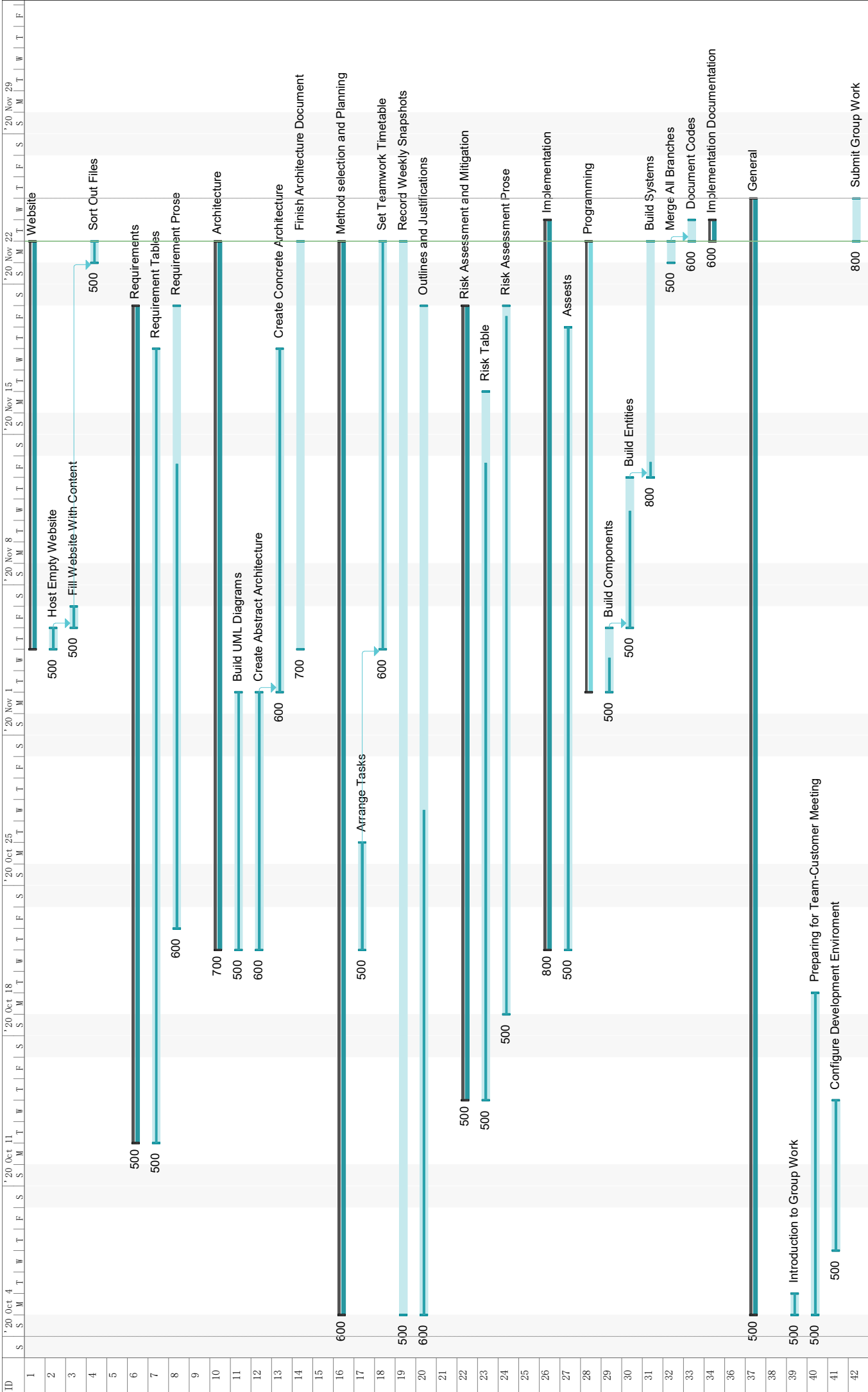
Section C:

Our choice of systematic plan was the use of a Gantt chart as can be seen below. This combined with a critical path created a clear direction for our project. They were always referenced to throughout our working process to ensure a smooth workflow to meet the deadlines. The Gantt chart was referred to weekly by individual members so they keep track of their tasks. Originally, our plan was to use a Trello board to keep track of tasks and the owner of each task, however during the project we discovered that the plan wasn't efficient because it didn't allow us to get a sense of time and duration of tasks. This resulted in falling behind which required immediate action. This was the change of a systematic plan from Trello to a Gantt Chart which illustrated the progress and time of tasks more effectively.

Critical Path for Game "Dragon Boat Race"

Task names (column, top to bottom):

- Website
- Host Empty Website
- Fill Website With Content
- Sort Out Files
- Requirements
- Requirement Tables
- Requirement Prose
- Architecture
- Build UML Diagrams
- Create Abstract Architecture
- Create Concrete Architecture
- Finish Architecture Document
- Method selection and Planning
- Arrange Tasks
- Set Teamwork Timetable
- Record Weekly Snapshots
- Outlines and Justifications
- Risk Assessment and Mitigation
- Risk Table
- Risk Assessment Prose
- Implementation
- Assests
- Programming
- Build Components
- Build Entities
- Build Systems
- Merge All Branches
- Document Codes
- Implementation Documentation
- General
- Introduction to Group Work
- Configure Development Enviroment
- Preparing for Team-Customer Meeting
- Submit Group Work

Project: Boat Timetable
Date: 2020/11/24

	Task		Milestone	◆	Manual Task		Start-only	⊏	Deadline	↓
	Split		Summary		Duration-only		Finish-only	⊐	Progress	
	Milestone	◆	Project Summary		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Task		Manual Summary		External Milestone	◆		
			Inactive Milestone	◆						
			Inactive Summary							

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