

PRAM-ITC205

Iteration Plan 1

[Note: Text enclosed in square brackets and displayed in blue italics (style=InfoBlue) is included to provide guidance to the author and should be deleted before publishing the document.]

# 1. Key milestones

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

# 2. High-level objectives

## Organize a time schedule for a virtual group discussion/meeting for all team members every week via Zoom/ WhatsApp

1. Analysis and allocation of tasks for all team members.
2. Explanation of new product ideas of team members.
3. Group discussion/meetings prevent miscommunication and build trust between team members.
4. Building a Version Control Repository in GitHub.
5. Create an Individual branch of each team member.
6. Creating a Team Charter.

# 3. Evaluation criteria

## Virtual group meetings/discussions were organized to prepare and discuss assignment 1 via communication mechanisms such as WhatsApp/Zoom.

## Provide feedback in every group discussion/meeting and improvement for better outcomes.

1. Using GitHub, as of version control software Git repository hosting service for version control.
2. PRAM members have access to the version control repository.
3. Updating all the documents/files in Team Group Wiki, WhatsApp for understanding.
4. Analysis of all the documents/files before submitting.
5. Upgrading an Iteration Plan
6. Updating all the documents/files in the Team group wiki.

# 4. Work Item assignments

The following Work Items will be addressed in this iteration:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |

# 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.