# Documentation strategy

20191113

1. **DIARY**  
   Word document. Includes each meeting in order, date, location, who attended. One sentence describing what purpose of meeting was. Up till now, programming should come under “feasibility study / research”. This should include customer meetings and link to audio files. Audio files being large should be uploaded to github? And linked to. On Wednesday we should have 2 different entries, one for the client meeting and one for the team meeting. Github to manage versions.
2. **Sprint documentation**
   1. **Markdown file**Template from moodle – fill it in. Upload to Github to manage versions.
   2. **Feature Backlog**Use Trello. All features in backlog – status in progress or done. These will record who is allocated and what blocks are. Screenshot of this at start of each Scrum meeting and sprint. Github screenshot to manage versions.
   3. **User stories**Use Word document. Each User story should be numbered. Github to manage versions.
   4. **Use cases**Each user story is broken down into use cases. Reference the User Story number. Github to manage versions.
   5. **CRCs**Simple description here. <http://www.agilemodeling.com/artifacts/crcModel.htm>  
      We need to model all our actors:  
      Player, Rat, leader board, etc.
   6. **Tests**

Test cases

* 1. **User interface design**

What we need to decide:

1. Who is the scrum master?
2. In each sprint, what’re the roles we are?

What we need to do for week 4 to week 7:

1. How to write a user manual, a installation guide(A easy one, Zhou think), a maintenance guide(links to github)? What are the contents we need? How we do this, and tools we need?
2. The documents we need to complete

1\the Sprint 1 documents.

2\Complete the meeting diary for the two weeks

Includes the brainstorming part of our game, the research each one did, etc.