# **Team Working in Computing Assessment 1/Learning Outcome 1**

# **Project Plan**

## **Team members and roles and responsibilities between them:**

We completed an evaluation of each individual members strengths and assigned appropriate roles accordingly. A Spreadsheet was created to evidence these strengths, and a word document titled “Roles and responsibilities” was created to record the roles.

## **The scope of the project and procedures that will be carried out within the project:**

We discussed the scope of our project in various meetings, evidenced by the agendas and meeting minutes in our shared folder. A specific word document was also created to outline the exact scope of the project. The procedures required are also evidenced in the agendas/meeting minutes, and additionally can be shown in our Task list, Project plan, daily logs, and Pitch script.

## **Resources which will be used throughout the project:**

The resources required for the project are broken-down in the Elevator pitch. To provide some examples here; WampServer/GitHub is a resource required to create the server space for the project as well as create the database we need, software such as VS code is required to write the HTML/CSS to create and design the webpage, and websites containing copyright-free images to be used on our webpage.

## **Tasks to be covered during the project:**

We assigned tasks inside and outside meetings that matched our roles and created logs for when these tasks should be completed by, who would complete them, and updated the logs upon completion. This is shown most clearly in our “Task List” excel document. Each team member also has their own Daily Logs inside the share folder, so that we may all individually record our progress.

## **Working methods:**

We have worked collaboratively both online through direct messages and emails, and in-person through time in class and organised meetings. This is most simply evidenced in our agendas and meeting minutes. Meetings were also observed.