RoadMate - Weekly Report – Week 2
Group A

Summary
The primary focus of this week was on high-level planning, and getting support services up and running.

Development Process

As our development process, we've opted to use *Feature Driven Development*. Because we don't have a dedicated team, but instead have to work with what spare time we have, this approach gives us the flexibility to work around these constraints.

By managing development at the feature level, we're able to easily adapt to changes in people's schedules and move requirements between milestones accordingly. Also, by having features prioritised, they can be delivered in an order that best suits the needs of our users.

We've opted to use Google App Engine as or development platform for this project. After extensive discussion and evaluation, we felt that App Engine in combination with the Django framework best suited the needs of this project.

Project Planning

As part of our initial project planning, the following was coved during this week:

- **Use Cases**
  Extensive work was done on establishing a base set of use cases for our project. These would form the basis from which the feature sets of each prototype would be derived. The idea was to initially define them at an abstract level and then begin refining them on a case-by-case basis.

  All use cases were documented using a standard use case template and presented along with a use case diagram.

- **RMMM Plan**
  As part of our project planning we defined the structure of our RMMM plan and began documenting risks. This plan will be continuously updated as the project progresses and other risks surface.

- **Skill Capture**
  In order to prepare for this project we spent some time identifying each group member's technical strengths and weaknesses. I hope what we've learnt will come in handy later, when it come time to pair-up team members on different project tasks.

Support Services

As services provided by Google will underpin our entire development process, it was important that we spent some time familiarising everyone with them. Below is a list of the services setup for the team and how I hope they'll benefit the project:

- **Google Docs**
  Though I had initially intended to use Google Docs for all project documentation, a number of issues (detailed under 'obstacles' below) prevented this. Thus at the moment Google Docs is used solely for sharing our meeting agenda between team members.

- **Google Calendar**
  We've created a calendar on Google Calendar to keep track of meetings, deadlines and any other relevant group events.

- **Google Groups**
  We've setup a private group on Google Groups, which we can use to discuss project details outside of meetings and ensure it all stays documented.
- **Google Code**
  We've created a repository on Google Code to keep track of all project resources.

Changes to Project Plan

None.

Obstacles

The following outlines the noteworthy obstacles encountered this week:

- **Sharing with Google Docs**
  Some team members felt it was too difficult to share and keep track of our documentation using Google Docs. As a result most of our documentation was moved to the code repository with only the meeting agenda remaining in Google Docs.

- **Internet Access**
  Two of our team members don't have access to The Internet outside of Massey. As a result, I've given my after-hours key-card to one of them, but this does make weekend work more difficult.

References

- **Meeting Agenda**
  All details of past and upcoming meeting are documented in a meeting agenda on Google Docs.

  This covers the following for each meeting:
  - **Location + Time**
  - **Agenda** – items covered at the meeting
  - **Minutes** – additional meeting notes
  - **Group Tasks** – any group tasks issued at the meeting