# Risk Management

| Risk | Likelihood | Impact | Strategy to Minimize Disruption |
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| ● A team member is unable to complete their tasks or contribute to the project due to unforeseen circumstances | Low | Medium | - Having several forms of communication in the team, so if such thing was to occur we could deal with it as soon as possible.<br>- An additional method to minimize this would be to assign jobs to pairs of people, so not only do tasks get completed quicker, but they also don't get left unfinished due to a single team members absence |
| ● Project is not completed on time | Low | Large | - Assigning out the roles equally, to ensure all tasks are worked on and therefore completed by deadline<br>- Make final checks on each part of the coursework to check for any incomplete/ missed sections<br>- Follow our Gantt Chart to keep the team organized and all on the same page to what should have been completed by certain specific dates |
| ● Project files corrupting/ getting lost | Medium | Large | - As a team we are collaborating on each part of the coursework using the google drive. This not only is great for us to all contribute to our project but also reduces the risk of losing any of our work.<br>- We are also making offline copies every 3 days in case there is a problem with google drive, stopping us accessing our work |

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| ● Team members poorly communicating | Low | Large | - We have set up several forms of communication from Facebook group chats to a google drive folder, and this gives a formal and an informal way to communicate opinions, issues and anything to do with the project<br>- We also meet up on a regular basis in person, to give members the chance to express things in person and to give the members who don't like to communicate virtually, the chance to communicate. |
| ● Not meeting the clients needs | Low | Large | - During and after completed each section of the coursework, the whole team re-reads the specification and double checks we have met each requirement to the standard wanted<br>- We have also been getting feedback from the available help in our labs to get second opinions on our work, to avoid any bias |
| ● Team members not using the same version of the programming language | Low | Medium | - To minimize the risk of code incompatibility between different version of the same language we will make sure we settle on one version of the language and make sure we periodically install updates. |