

**D03 – Team Organisation, Tasks and Project Timeline**

Our team is consisted of 5 aspiring BI & Analytics students with different backgrounds have come together to build a complete BI System for StayMore. We have organized the team in an effective way in order to deliver the project deliverables under the specified timeline.

We organized the team in working groups based on how confident we were with different aspects of our system and were able to connect on a regular basis as a team to share knowledge and feedback and realign against our end goal. It was important right from the beginning of the project, that all members get exposure to the overall system building. To that end, we managed to convene at least 4 times a week as a team and drive the project forward. On top of that, we had daily 15-min stand-up meetings to quickly catchup and share updates on our efforts and progress.

The project timeline was 15 days and presentation of the overall system was scheduled on the 21st of December 2020.

To meet the deadline, we had defined different roles to team members to assist with the project development and the project deliverables had been analyzed in subtasks to be completed. A team member was assigned to keep meeting notes and we would start our meetings with an overview of the current tasks and next tasks to be defined and assigned to team members. This helped stay productive and work on next tasks even if we faced bottlenecks on others.

We have detailed the different tasks, the assignment of those and their start and end date in the spreadsheet included in the D03 deliverable folder.