Ask-MEU – Risk Log (Updated)

Risk #1: Team Members' Inexperience with Tools

- **Category**: Process
- **Description**: The team initially had no experience using project management tools like ClickUp and GitHub.
- **Impact**: Delays in organizing tasks and setting up CI/CD pipeline.
- **Likelihood**: High
- **Impact Severity**: Medium
- **Mitigation**: One team member explored each tool and created simple guides. Responsibilities were divided to ensure learning while progressing.
- **Status**: Mitigated

Risk #2: Tight Timeline (15 May - 1 June)

- **Category**: Schedule
- **Description**: The project duration was very short with many deliverables expected.
- **Impact**: Risk of incomplete sprints or reduced quality.
- **Likelihood**: Medium
- **Impact Severity**: High
- **Mitigation**: Clear task breakdown, prioritization using ClickUp, and focusing on core functionality.
- **Status**: Active, Under Control

Risk #3: Integration with AI Tools

- **Category**: Technical
- **Description**: The initial plan involved integrating with a real AI service, but it was later simulated using a local JS-based FAQ map.
- **Impact**: Reduced realism and complexity of the system.
- **Likelihood**: High
- **Impact Severity**: Low
- **Mitigation**: Used static JavaScript logic to simulate intelligent responses. Kept scope minimal.
- **Status**: Mitigated

Risk #4: File Structure and Submission Confusion

- **Category**: Communication
- **Description**: Confusion around required folder structure and what to submit via GitHub vs. eLearning.
- **Impact**: Risk of point deduction due to incorrect submission format.
- **Likelihood**: Medium
- **Impact Severity**: Medium
- **Mitigation**: Clarified structure with team and organized files in the required format (01_Discovery/ … 07_Presentation/).
- **Status**: Mitigated

Risk #5: Team Availability

- **Category**: Human Resource
- **Description**: Different team members had exams and personal obligations that limited full collaboration at times.
- **Impact**: Reduced team capacity during key sprint days.
- **Likelihood**: High
- **Impact Severity**: Medium
- **Mitigation**: Assigned tasks based on availability, frequent async check-ins, and shifting task loads.
- **Status**: Active, Managed