

UniProgrammes

Communication methods

Sprint #0 – 13/10/2024

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Chosen method

To ensure seamless coordination and effective collaboration, we will employ a suite of communication tools tailored to meet the complex demands of the project. The following is an overview of these tools and their specific roles.

Tracking Sprints and Task Assignments

ClickUp will serve as our primary platform for planning, tracking, and managing the progress of tasks and sprints throughout the project lifecycle. It provides comprehensive visibility into task assignments, deadlines, and overall project status, thereby ensuring the team remains organized and focused on deliverables.

Code Repository

GitHub will function as our version control system, centralizing the management of the project codebase. The repository will be configured during Sprint 1 in accordance with team requirements and established safety analysis protocols to ensure a secure, well-structured, and maintainable code repository.

Meeting Scheduling

Schej will be utilized for the scheduling of all project-related meetings, providing an efficient mechanism for managing team availability and ensuring timely notifications for all participants.

Formal Communication with Supervisor and Customers

Microsoft Outlook will be employed for formal email correspondence, while **Microsoft Teams** will be used for video conferencing with supervisors and stakeholders. Due to current issues between MDU and PoliMi, we are unable to leverage the "Team" function within Microsoft Teams for shared workspaces, necessitating the adoption of an alternative platform for the scrum team collaboration.

Team Coordination

Formal communication and meetings

Discord will act as the principal platform for managing and coordinating *Scrum* team activities. It will facilitate real-time discussions, decision-making processes, and comprehensive project coordination, compensating for the lack of a unified workspace on Microsoft Teams.

Informal and quick communication

WhatsApp will be used for informal, rapid communication. This tool will enable team members to address minor issues and questions efficiently, particularly outside of formal working hours.

Collectively, these tools are intended to maintain a high standard of communication, rigorous task management, and effective coordination across all facets of the project, thereby contributing to the successful realization of project objectives.