**COMP30022 Project Inception Checklist**

Team Name: RedBull

Supervisor: Doc Wallace

Confluence Space: [redbull-braincells.atlassian.net/l/c/7pBKzXaG](https://redbull-braincells.atlassian.net/l/c/7pBKzXaG)

GitHub Repository: [github.com/dl-ghub/IT-Project-RBDB](https://github.com/dl-ghub/IT-Project-RBDB)

Process

Do you have a communication tool? If so, which one?

We will be using **Slack** as our primary communication tool, as well as **Zoom** to host regular video-conferences.

Where are you storing team documents?

Team documents are stored on a **Confluence** space, as well as a **GitHub** repository.

Are there minutes of meetings? If so, give a link to where they are stored.

Meeting minutes have been compiled in **Confluence**, under the **Meetings** parent page. Each meeting has an agreed upon agenda, and notes are taken down as well as action items.

Have you set up a repository? If so, which one?

We have setup a **GitHub** repository (linked above).

Evidence of tasks being assigned?

Also available on the **Confluence** is a **Trello Board** that the team has been using to assign tasks equally and fairly. Team members have been assigned to various task cards on the board.

Are all team members contributing? Elaborate as needed.

All team members have been contributing consistently, as evidenced by the distribution of work on the **Trello.** The team plans to continue to spread work evenly throughout the remainder of the project.

Artefacts

*NOTE: All artefacts have been uploaded to the GitHub repository (linked above).*

What requirements artefacts have been developed?

* User Stories
* Do/Be/Feel Table
* Motivational Model Diagram
* User Personas (Agile format)

What design artefacts have been developed?

* Architectural Diagram
* Relational Database Model
* Domain Model
* App Prototype (Figma)

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