

## Ongoing tasks

Risk Event	L	M	Risk	Mitigation
Team member absence	0.6	0.3	0.18	All team members to regularly check emails and the groups Facebook for meeting times, as not being aware of meetings is not a valid excuse not to turn up. If a team member is unavailable to attend a meeting then they must notify Dan (project manager) as soon as they know they can't attend.
Project Leader absence	0.6	0.5	0.30	Meeting to go as planned with Charlie (deputy project leader) taking the meeting
QA Manager absence	0.6	0.3	0.18	Meeting to go as usual with Steve (deputy QA Manager) to answer questions and make decisions
Unable to contact team member	0.3	0.8	0.24	Ensure that all team members regularly check emails and Facebook group as well as checking meeting minutes so they are aware of any tasks/actions Persistently being unreliable with result in a warning then a card.
Git repository failure	0.3	1.0	0.30	All work to be backed up at another source incase of human error or Git server failure
Major illness or unexpected circumstances	0.5	0.9	0.45	Team leader to be notified ASAP incase any urgent tasks need to be delegated and avoid work not being submitted on time.
Git conflicting code	0.3	0.9	0.27	If you encounter a conflict when committing to the repository then read through the code and delete the unwanted code. Try to make sure that more than one member of the team is not working on the same bit of code at one time.

## Documentation

Risk Event	L	M	Risk	Mitigation
Parts of the documentation submitted late	0.4	0.8	0.32	Deadlines for documentation to be brought forward to make sure that any problems encountered late on can be found and sorted. If team members run into any problems then to alert the group so a solution or help can be issued.
Documentation not up to standard	0.4	1.0	0.40	Documents to be checked by either of the QA managers or project leaders before submitting. If team members need help then they should ask the rest of the team for help.
Human errors	0.5	0.2	0.1	All documents to be checked for typing errors by first the creator of the document and then another team member.
Loss of documentation	0.4	1.0	0.4	Documentation to be uploaded to Git and also stored on another source by the creator of the document.

## Software Development

Risk Event	L	M	Risk	Mitigation
Project behind schedule	0.5	1.0	0.50	Coding to begin as soon as possible and Charlie (lead programmer) to delegate any tasks that need doing. Regular feedback to be given to Dan (project leader) to ensure we don't drop behind.
Parts of the project missing/incomplete	0.4	1.0	0.40	Dan (project leader) and Charlie (lead programmer) to decide what programming tasks need to be completed and by whom. Constant testing to check if code is complete or needs more work.