1. Tech Mapping
2. Requirement Selection and prioritization
3. Process Management
4. Roles
5. Documentations
6. Schedule

**Tech Mapping**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Coding Language | Experience | Not Experience | Want to do |
| Harshad | Python, C, C++,AWS, JavaScript(basic), | AWS, Agile management, Data Science, SQL(mariaDb) | Web development, App development | Anything |
| Abhishek | Python,C, C++,Java | Operating System, Network protocols, Client Server Architecture, Socket Programming | Web development, App development | Anything |
| Nihar |  |  |  |  |
| Dhruvil |  |  |  |  |
| Vishva |  |  |  |  |
| Karan | C++, Python , Java | - | - | Testing, Debugging or any role except development. |

**Project Management:**

Rules for Team members:

1. Meeting organizer should book the room with a monitor.
2. Send agenda in advance
3. Make minutes of meetings notes and keep that in repo.
4. Meeting : review of last meeting work, discussion, work to be done before next meeting.
5. Weekly Agile team meeting schedule (twice a week)

**Document Management:**

1. Github repository (ncsu has one).
2. Requirement Document
3. Test Document
4. MoM document
5. User Story Document (use github feature for this)

**Roles:**

1. Customer : Professor
2. Product Manager
3. Process Manager
4. Architect
5. Team Lead
6. Developer
7. Tester
8. Process Auditor

Note: It is not a single person for each role, the role will switch as per feature.

Next Meeting Agenda:

1. Decide 12 features to be developed (github document)
2. Decision : Web App vs mobile app
3. Technology Stack Decision

Schedule:

Important Dates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | End Date | Work | Completion criteria | Owner |
| 1 | 3rd March | Decision on 12 features | Requirement document |  |
| 2 | 5th March | Decision on Tech Stack | Work distribution of learning tech. |  |
| 3 | 10th March |  |  |  |
| 4 | 12th March |  |  |  |
| 5 | 17th March |  |  |  |
| 6 | 19th March |  |  |  |
| 7 | 24th March |  |  |  |
| 8 | 26th March |  |  |  |
| 9 | 31th March |  |  |  |
| 10 | 2nd April |  |  |  |
| 11 | 7th April |  |  |  |
| 12 | 9th April |  |  |  |
| 13 | 14th April |  |  |  |
| 14 | 16th April |  |  |  |
| 15 | 21st April | Demo Date |  |  |