**Software Engineering Studio 3A/3B Team Charter**

*A team charter can be prepared for many reasons. One is to document the team’s purpose and clearly define individual roles, responsibilities, and operating rules. Second, it can be used to establish procedures for both the team and agency management on communicating, reporting, and decision-making. It can be a blueprint for business acquisitions and it defines how the team is empowered to work, including assigning responsibility and authority. Last, it facilitates stakeholder buy-in by including key members in the decision-making process and helping to obtain their concurrence.*

**TEAM INFORMATION**

|  |  |
| --- | --- |
| **Team Name** | Friends |
| **Product Owner** | Alexa Donovan |
| **Scrum Master** | Variable |
| **Scrum Team Members** | George El-Zakhem, Jasmine Emanouel, Jeevika Lalchandani, Koshin Jama, Nuo Chen, Piyush Vats, Saanchi Maheshware, Amrita Menon, Jyotsna Bali, Michelle Chen |

Every team member must briefly list personal knowledge, experience, expectation of the outcomes for the project, commitments (attendance of team activities, working hours and contributions) and roles with assigned tasks within the team. Further details about tasks can be listed in the task management/project timeline.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Role** | **Sub-team** | **Knowledge / Experience** | **Expectation(s) and commitment(s)** | **Assigned tasks** |
| Alexa | Project Manager | All | Javascript, React.js, Project Management, Project Architecture, Product Design  Interned at Dematic, AirService. Software Studios classes. | To encourage and maintain progress of the team. To help develop and document the project. | See Timeline below |
| George | Developer | Back-end | Internship in backend management using SQL. Proficient to a certain degree in JS and Python. | To help developer the functions which enable the project activity | See Timeline below |
| Jasmine | Developer | Front-end | Internships on both front-end and backend. Most front-end experience in react. | To help develop the user interface aspects of the project | See Timeline below |
| Jeevika | Database developer | Database | IT Database internship experience - backend | To help develop and maintain the database structures. To help develop and maintain appropriate security encryption and processes | See Timeline below |
| Koshin | Developer | Back-end | Internships in both front end and back end. More experienced in front end. Can do unit testing for web apps. | To help developer the functions which enable the project activity | See Timeline below |
| Nuo | Developer | Back-end | -pending- | To help developer the functions which enable the project activity | See Timeline below |
| Piyush | Database developer | Database | -pending- | To help develop and maintain the database structures. To help develop and maintain appropriate security encryption and processes | See Timeline below |
| Saanchi | Data Scientist | Research and Statistics | -pending- | To research relevant data on various crisis events. To develop appropriate statistics, charts and other documentation required to help monitor and aid in said crisis. | See Timeline below |
| Amrita | Data Scientist | Research and Statistics | -pending- | To research relevant data on various crisis events. To develop appropriate statistics, charts and other documentation required to help monitor and aid in said crisis. | See Timeline below |
| Jyotsna | Developer | Front-end | -pending- | To help develop the user interface aspects of the project | See Timeline below |
| Michelle | Developer | Backend | Graduate Developer   * Java * Kotlin * Spring/API development * Corda * Postgres | To help developer the functions which enable the project activity | See Timeline below |

**PROJECT**

## Project scope and benefit

(State the scope, mission, milestones, and/or objectives in this project; list the expected benefits to the society.)

The purpose of this project is to provide a centralised emergency response app. This app addresses two key clients: civilians (general population) and authorities(trained individuals who are capable of handling a crisis).

Civilians are able to use this app to view nearby crisis, track people they know during the crisis, communicate with each other and the authorities, view safe and dangerous areas on a map, and view relevant procedures and information on crisis’ near them.

Authorities can use this information to track people and resources during a crisis, view and communicate with civilians in need and view procedures and information about a crisis at hand.

This app will enable better organisation and awareness during crisis events (such as bushfire, drought, shark attacks, etc). It allows for better coordination of various groups trying to address a crisis event and will help minimise panic from civilians. Additionally, this project is designed to work at small, medium or large sized events meaning it is flexible enough to use in a variety of situations.

## Targeted users

(Identify the targeted users/customers; list users’ needs and/or pain points clearly)

* Emergency Services
  + Crisis management
  + Track people in need
  + Alerts public of health risks
  + Easy to use
* Organizations that deal with small, medium and large scale crisis (e.g. charities)
  + Same as emergency services
* Civilians
  + Personal information is secure
  + Can track friends and family at risk
  + Can summon aid when at risk
  + Can find safe areas
  + Can avoid dangerous areas
  + Easy to use

Pain Points

* Civilian and authority needs do not always line up
* Need to consider long term use for civilians, short-term (duration of crisis) use for authorities
* Authorities all have different needs and responsibilities. Need to distill common ones
* Environmental affects could reduce effectiveness of app (e.g. lack of connectivity)

## Field or background research

(Complete a survey and comparison for the existing or similar solutions; list the advantages and drawbacks of the existing or similar solutions; list the superior milestones/functions/ideas in your project)

**Service NSW app**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| * efficient check-in * Neat design | * Design is to better enable government services, not crisis management * Only caters to civilians |

**Gaurdly**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| * Very nice UI * Great geofence capability * Ease of use | * Complicated setup * Messaging is not very neat * doesn't consider large scale and/or outside city events |

Great alert system, but isn't as applicable once seperated from your support system such as when travelling or outside of cities.

**Disaster alert**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| * Good at informing of crisis * Nice map design | * Scope is too broad * Only offers information |

Our map can be considered superior on a more personal basis. The added alert system allows us to compete with this functionality at a local level.

**Life360**

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| * Very accurate tracking * Good map design * Messaging functionality * Text integration | * Battery intensive * doesn't offer additional functionality * Can only see people who you have the contact for. No broadcast capability |

## Acceptance testing for product

Identify and describe how and when the product will be tested over the course of the semester

Contributions will require testing from both the developer who submitted the contribution as well as an additional person before being merged into the main branch of the repository.

Additionally, each Monday meeting we will be running the project to address inconsistencies and issues. During the last 2 sprints of the project there will also be dedicated testers combing through the project as a whole to ensure an ideal standard has been met and to help address any final bugs and issues. For a function to be considered done it must pass the ‘testing’ process mentioned in the below *Functionality Composition* section and match to the ‘definition of done’ description.

## Definition of done for product

Describe a set of conditions that allow your team to assess the product’s completion for the semester

The project will be considered done for the semester if a user can securely store their information with it protected against minor to medium hacking attempts. Additionally, they must be able to send/receive messages to other users with a 4 second or less lag. They must also be able to broadcast their location on a map to either personal contacts or emergency services.

Additionally, civilians must be able to track other civilians they know and be able to locate shelters on their map. They must also be able to see designated ‘safe’ and ‘unsafe’ areas. Alerts will inform them when they are in and/or approaching an area with a ‘crisis’ occurring and enable them to register to the crisis so they may be monitored and assisted by authorities. They must also be provided with information necessary for the crisis as well as the ability to easily contact local authorities.

Authorities must be able to designate areas as 'safe’ or ‘unsafe’, set up shelters and track people and resources.

The completion of all these features will enable the product to be considered as complete for the semester. In the event that the project is completed ahead of schedule additional features may be scoped and added to the timeline in order to improve the project further.

## Functionality composition

**Bold Members**  - essential

**Universal Resources**

Database link: <https://github.com/JeevikaL/Database-SS3A>

Frontend link: <https://github.com/jasmine-nahrain/SS3A_Frontend>

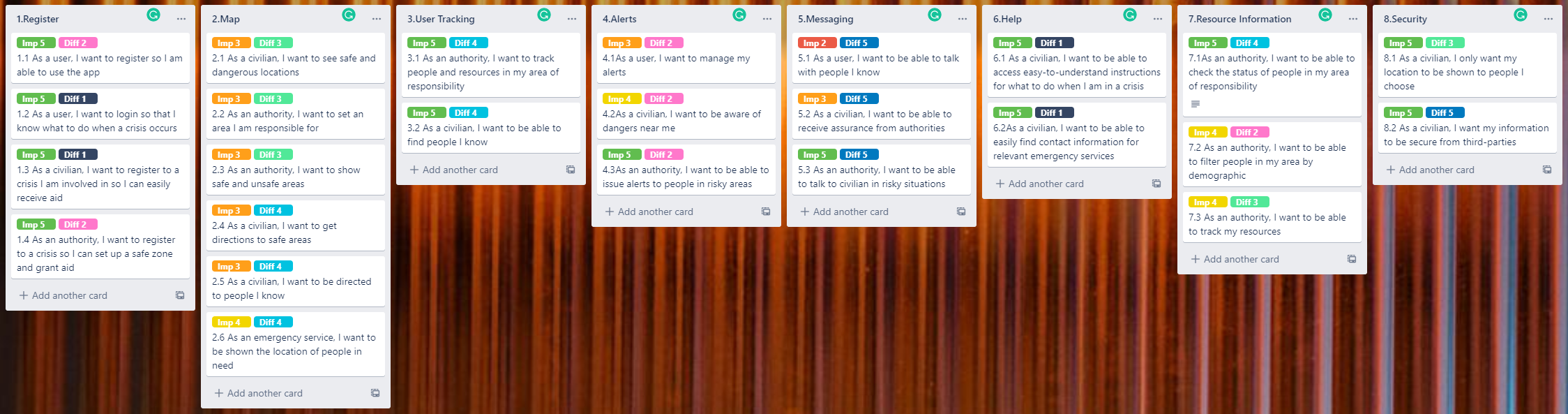
Backend link: <https://github.com/pv0192/SS3B_Backend>

Documentation link: <https://github.com/saanchimaheshwari/SS3A_documentation>

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Function / Task** | **Priority** | **Difficulty** | **Complexity** | **Member(s)** | **Testing** | **Definition of Done** | **Resources** |
| US 1.1  As a user, I want to register so I am able to use the app. | 5 | 2 | 1 | **George**, **Jasmine**, Jeevika | Create a test account to see if the database is able to store the details of the account and can be recalled in the login. | When the user registers an account the details of the account should be available in the database. | See universal resources (above) |
| US 1.2  As a user, I want to login so that I know what to do when a crisis occurs | 5 | 1 | 2 | **George, Jyotsna** | Use a premade test account to test if a user is able to login correctly. The login page should redirect you when successful to the main hub. | When the user login’s using their details, it should be matched across the database for a potential match and if successful will route them to the main hub | See universal resources (above) |
| US 1.3  As a civilian, I want to register to a crisis I am involved in so I can easily receive aid | 5 | 1 | 3 | **Nuo**, **Piyush** | A test crisis should be added on the registering crisis page. When the crisis has been added, it should appear in the database registry. | When a civilian adds a crisis, they should be able to provide a list of details surrounding the event. They should also receive a notification acknowledging that the crisis has been successfully been sent to receive help. The crisis should appear on the authority page under the list of unassigned crises. | See universal resources (above) |
| US 1.4  As an authority, I want to register to a crisis so I can set up a safe zone and grant aid | 5 | 2 | 5 | **Nuo, Piyush** | On the crisis page, an authority should be able to assign themselves to a crisis. When they assign themselves, it should show a list of currently assigned authorities responding to the crisis. | The authority should be able to assign themselves to a crisis. Upon assigning themselves, notifications will be sent to all parties involved in responding to the crisis. | See universal resources (above) |
| US 2.1  As a civilian, I want to see safe and dangerous locations | 3 | 3 | 3 | **Jasmine**  Jeevika | When the map is opened, the user should be able to see dangerous locations around them. | The map should open immediately and display safe and dangerous locations around them | See universal resources (above) |
| US 2.2  As an authority, I want to set an area I am responsible for | 3 | 3 | 3 | Jasmine  **Jeevika** | A user should be able to assign themselves to a specified region on the map | An authority can set themselves to a particular area on the map to be responsible for. Any members using the map should be able to click on the region to see who is responsible for it. | See universal resources (above) |
| US 2.3  As an authority, I want to show safe and unsafe areas | 3 | 3 | 3 | **Jasmine**  **Jeevika** | The map should display areas that are safe and unsafe marked by the relevant authorities. | When the authorities mark areas on the map safe and unsafe it should show which authority assigned that area the safety rating alongside a reason. The information should be relayed back into the database. | See universal resources (above) |
| US 2.4  As a civilian, I want to get directions to safe areas | 3 | 4 | 5 | **George** | When requesting directions from the map to navigate to a safe area, the directions should route the user to a safe location avoiding regions marked unsafe. | Civilians requesting safe navigation through the map should receive live updated directions from the map being constantly updated with different safety zones | See universal resources (above) |
| US 2.5  As a civilian, I want to be directed to people I know | 3 | 4 | 2 | **George** | If the civilian has had history with previous authorities responding to the crisis, the application should prioritise that authority to them. | The civilian should be provided with the option to be potentially directed by authorities that they are familiar with. | See universal resources (above) |
| US 2.6  As an emergency service, I want to be shown the location of people in need | 4 | 4 | 3 | **Koshin** | The emergency service team should be able to see a list of people in dire need of assistance with a click of a button immediately. | When the emergency service is deployed, they should see a list of people and their location needing assistance. This list of people is constantly updated with crisis registered. | See universal resources (above) |
| US 3.1  As an authority, I want to track people and resources in my area of responsibility | 5 | 4 | 5 | **Michelle** | The authorities should be able to view people and resources in their area of responsibility by filtering their name and location on the map. | When the authorities filter by their assigned crises on the map, a list of people and resources around them should display their responsibility | See universal resources (above) |
| US 3.2  As a civilian, I want to be able to find people I know | 5 | 4 | 5 | Alexa  **Michelle** | Civilians should be able to search the names of authorities in the area responding to the registered crisis. The names should correctly return any of currently assigned authority | Civilians being able to search deployed authorities with data updated in real time to find them based on their location. | See universal resources (above) |
| US 4.1  As a user, I want to manage my alerts | 3 | 2 | 2 | **Alexa** | Users should be able to manage their alerts by dismissing them or changing its priority. If alerts are dismissed, they should not appear. | User’s intuitively being able to manage and handle their alerts. | See universal resources (above) |
| US 4.2  As a civilian, I want to be aware of dangers near me | 4 | 2 | 3 | **Jyotsna**  Nuo | When filtering on the map of dangers around the user's current position, a list of dangers should be displayed. The user should be able to set the radius to search for dangerous around them. | When the user is able to set their current location and their “safety radius” to view a list of dangers around them with updated real time data. | See universal resources (above) |
| US 4.3  As an authority, I want to be able to issue alerts to people in risky areas | 5 | 2 | 3 | Alexa  **Jyotsna**  Nuo  Piyush | Authorities should be able to send alerts to people in risky areas. The people situated in the risky areas should receive immediate alerts of the dangers that currently surround them | Authorities are able to view a list of people in a risk deemed area. They can then choose to based on their expertise to advise them of the potential danger that surround them. | See universal resources (above) |
| US 5.1  As a user, I want to be able to talk with people I know | 2 | 5 | 3 | Alexa  **Koshin**  **Michelle**  Piyush | User’s should be able to converse through encrypted messages with other users. | Users should be able to send and receive messages to and from users. | See universal resources (above) |
| US 5.2  As a civilian, I want to be able to receive assurance from authorities | 3 | 5 | 3 | Alexa  **Jasmine**  **Koshin**  Piyush | Authorities should be able to view the personal contact details of the civilians in a crisis that they are responsible for. | When Authorities are EnRoute to a crisis, they should be able to call/message the civilians. | See universal resources (above) |
| US 5.3  As an authority, I want to be able to talk to civilian in risky situations | 5 | 5 | 5 | Alexa  **Jasmine**  **Koshin**  Piyush | If both parties have an established Wi-Fi connection, they should be able to message & call one another | The authorities should be able to converse with the civilians either through messages or a phone call. | See universal resources (above) |
| US 6.1  As a civilian, I want to be able to access easy-to-understand instructions for what to do when I am in a crisis | 5 | 1 | 3 | **Amrita**  Koshin  Piyush  **Saanchi** | When the civilian is under stress and clicks the instructions button. A list of clear instructions should be given them to based on the crisis they are under. | Clear instructions given to the civilian based on their crisis they are in when the panic button is clicked. | See universal resources (above) |
| US 6.2  As a civilian, I want to be able to easily find contact information for relevant emergency services | 5 | 1 | 3 | **Amrita**  Koshin  Piyush  **Saanchi** | When the user clicks on the resources page, a list of emergency contact services should be displayed to them. | When the civilian is on the emergency contact page. A list of numbers for different emergencies services are displayed and are regularly updated. | See universal resources (above) |
| US 7.1  As an authority, I want to be able to check the status of people in my area of responsibility | 5 | 4 | 3 | **George**  Jasmine  **Jeevika** | The authority when filtering people they are responsible for should correctly display the current status of the civilians. | Authorities are able to correctly filter and check the status of civilians in their area which is constantly updated. | See universal resources (above) |
| US 7.2  As an authority, I want to be able to filter people in my area by demographic | 4 | 2 | 5 | **Jyotsna**  Amrita  Saanchi | When the authority filters people in the area by demographic it should correctly display with the testing data | Authorities are able to filter people by demographic | See universal resources (above) |
| US 7.3  As an authority, I want to be able to track my resources | 4 | 3 | 2 | **Amrita**  **Saanchi** | Authorities should be able to filter their resources too their own to track it. | Authorities are able to view and filter their resources. | See universal resources (above) |
| US 8.1  As a civilian, I only want my location to be shown to people I choose | 5 | 3 | 2 | **Alexa**  George  **Jeevika** | The civilian’s location should only display based on the people they choose to share the information with. This can be tested with 2 different accounts. | The location of the civilian is only shown by the people they choose to share with. | See universal resources (above) |
| US 8.2  As a civilian, I want my information to be secure from third-parties | 5 | 5 | 5-8 | **Piyush** | The information of the civilians is to be encrypted to a certain degree to prevent third parties access this information. | Members in the team will attempt to access the information by malicious means and if they fail the encryption is secure. | See universal resources (above) |

## User story map

*List user stories and a user story map based on the functions above*



BOARD LINK: <https://trello.com/b/eW5UgL3i/user-stories>

INVITE LINK: <https://trello.com/invite/b/eW5UgL3i/07c6a8a8cbf1eadf56679fa98f989fab/user-stories>

*If invite is invalid, please request new link from Alexa*

## Project scale and sprint planning

|  |  |
| --- | --- |
| **Requested total funding** | *$7,000 HR costs + $400 software costs [e.g. supporting software such as apple developer account]* |
| **Sprint period, milestone(s), deliverable and funding cost** | Sprint 1:  *15 03 – 28 03* *Milestone: supporting documentation and project plan completed. All repos created and users can login and register* *Deliverable: US 1.1, 1.2, 1.3, 1.4, 2.6, 3.1* *Cost: AUD 1,800*  Sprint 2: *29 03 – 04 04* *Milestone: map can be used to track users and deliver directions* *Deliverable: US 2.1, 2.2, 2.3, 2.4, 2.5, 3.2, 4.3, 6.1, 6.2* *Cost: AUD 1,400*  Sprint 3: *05 04 – 18 04* *Milestone: user to user messaging is available and clear alerts popup when danger is near* *Deliverable: US 4.1, 4.2, 5.1, 5.2, 5.3, 8.1* *Cost: AUD 1,400*  Sprint 3: *19 04– 02 05* *Milestone: authorities can track people and resources. Data is properly encrypted* *Deliverable: US 7.1, 7.2, 7.3, 8.2* *Cost: AUD 1,400*  Sprint 3: *03 05 – 16 05* *Milestone: Project completely functional, no bugs* *Deliverable: completed app, user manual, demo video* *Cost: AUD 1,400* |
| **Weekly meeting time (extra meeting is highly welcome)** | Monday meeting – 2 hours  Additional time variable, based on weekly needs |

## Timeline

Detail timeline and task assignment

*\*weeks correspond to subject outline*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Alexa | Amrita | George | Jasmine | Jeevika | Jyotsna | Koshin | Michelle | Nuo | Piyush | Saanchi |
| Week 4 | Setup supporting systems (trello, apple developer) | Research (bushfire) | US 1.1-1.2 | US 1.1 | US 1.1 | US 1.2 | US 2.6 | US 3.1 | US 1.3-1.4 | US 1.3-1.4 | Research (drought) |
| Week 5 | Setup supporting systems (trello, apple developer) | Research (bushfire) | US 1.1-1.2 | US 1.1 | US 1.1 | US 1.2 | US 2.6 | US 3.1 | US 1.3-1.4 | US 1.3-1.4 | Research (drought) |
| Week 6 | US 3.2, 4.3 | US 6.1-6.2 | US 2.4-2.5 | US 2.1-2.3 | US 2.1-2.3 | US 4.3 | US 6.1-6.2 | US 3.2 | US 4.3 | US 4.3, 6.1-6.2 | US 6.1-6.2 |
| Stuvac | US 3.2, 4.3 | US 6.1-6.2 | US 2.4-2.5 | US 2.1-2.3 | US 2.1-2.3 | US 4.3 | US 6.1-6.2 | US 3.2 | US 4.3 | US 4.3, 6.1-6.2 | US 6.1-6.2 |
| Week 7 | US 4.1, 5.1-5.3, 8.1 | Build algorithms to calculate resources | US 8.1 | US 5.2-5.3 | US 8.1 | US 4.2 | US 5.1-5.3 | US 5.1 | US 4.2 | US 5.1-5.3 | Build algorithms to calculate resources |
| Week 8 | US 4.1, 5.1-5.3, 8.1 | Build algorithms to calculate resources | US 8.1 | US 5.2-5.3 | US 8.1 | US 4.2 | US 5.1-5.3 | US 5.1 | US 4.2 | US 5.1-5.3 | Build algorithms to calculate resources |
| Week 9 | Testing/bug fix | US 7.3 | US 7.1 | US 7.1 | US 7.1 | US 7.2 | Testing/bug fix | Testing/bug fix | Testing/bug fix | US 8.2 | US 7.3 |
| Week 10 | Testing/bug fix | US 7.3 | US 7.1 | US 7.1 | US 7.1 | US 7.2 | Testing/bug fix | Testing/bug fix | Testing/bug fix | US 8.2 | US 7.3 |
| Week 11 | User Manual | Demo Video | Refinement | Refinement | Refinement | Refinement | Refinement | Refinement | Refinement | Refinement | User Manual |
| Week 12 | User Manual | Demo Video | Refinement | Refinement | Refinement | Refinement | Refinement | Refinement | Refinement | Refinement | User Manual |

## Team operations

(Describe team operational plans, for example, frequency of meeting, meeting preparation, progress report, attendance of meeting, team’s decision-making processes, plans to establish ground or operating rules, or team activities, etc.)

**SPRINT MEETING**

Each monday is a regular weekly meeting. Discussion points to cover in this meeting is progress from the week, mark off progress from the sprint trello (link provided above under ‘User Story Map’), group testing of the project, update ‘design thinking’ documentation, assign work for the week and schedule variable sub-team meetings.

It is the responsibility of the individual that relevant materials are brought to/made available for the meetings based upon their role.

**VARIABLE MEETINGS**

From a week-to-week basis sub-teams may require an additional meeting to ensure velocity is maintained. The content of these meetings will vary based on the requirements of that week.

**DECISION MAKING PROCESS**

All decisions are made on a team basis. An issue may be raised at any time and will be further discussed during the full team meeting. Solutions may be raised to issues at this time and in the event of multiple options a compromise will be found or existing solutions will be voted upon.

**OPERATING RULES**

**Submitting Code**

All developers must create a branch to work on for their individual contributions. They must then raise a Peer Review (PR) after testing their work and have a second member of the team test and approve the content before squashing the branch and merging into the master branch. In the event of conflicts, the merge can be delayed until a group meeting (either relevant sub-team or full team) where the members can work through the conflicts to ensure nothing important is lost. The original developer must then test the master branch to ensure no issues.

The naming conventions of the branch should <feature name>\_<task> with the *feature name* matching to a card in Feature Progress trello and *task* being included to describe what part of the feature the branch addresses. If the branch fully addresses the feature the *task* can be set as *full.*

**Submitting Documentation**

For the purpose of the weekly journals a documentation git has been created to track non-code contributions to the project. Each topic (e.g. wireframes, crisis research, user stories, etc) will exist on a separate branch to enable ease of browsing. Each week before the monday meeting members must submit their progress.

To submit, documentation must be converted to a pdf and saved to the relevant branch. For the commit name follow the convention <document name>\_<status> with the *document name* being a relevant and intuitive name and the *status* being *in progress* or *done* based on current stage.

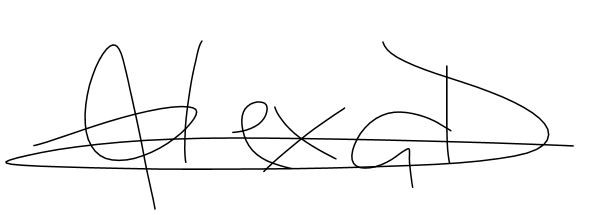
**RISK CONTROL**

*List the potential risks and mitigations/solutions during the project (see an example below)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk summary** | **Risk detail** | **Impact** | **Probability** | **Mitigation** |
| *Team member is overworked* | *Due to the busy schedules of the team, a member might be overloaded with work for one sprint.* | *The system might be delivered late if tasks are of a high priority and might deliver a low-quality product.* | *4* | *The team communicates their workload at weekly team meetings, and voices when they need assistance.s* |
| Team members are working in different time-zones | Team members working in different time-zones results in meetings that require members working in odd hours. Sometimes members may not be available for crucial meetings that could hinder the group’s performance | Member’s working in different time-zones will have difficulty in collaborating with other team members in completing milestone objectives. This in turn will slowly stunt the milestone progressions and increase difficulty relaying information to other members | 2 | The team will need to make equal sacrifices in working odd hours so that milestone targets can be met successfully. |
| Members cannot always make meetings | Members not making team meetings could decrease the overall productivity of the team in reaching sprint deadlines. | Members not participating in team meetings from unforeseen circumstances could result in miscommunication between members. Members could double up on completing tasks that were assigned to one another from the previously missed meeting. | 3 | The project leader would need to be able to take sprint notes between each stand up meeting. The sprint notes, objectives and recordings would be posted on the chat for members to make references to them.  The member that also missed the meeting should have a look at the sprint notes posted and recordings if available. The member should also contact the project at his/her time to be brought to speed with what is happening in more depth. |
| Not all members have the same skill level/can work at the same pace | Members working collaboratively would naturally be at different levels. If a member lacks the technical skills to develop & implement a feature, they will slow down the efficiency of meeting the goal. | Members working in this collaborative environment may not be able to complete their tasks to meet the sprint deadlines because their partner is having difficulties implementing features. Sometimes the member may not be able to complete objective which would result in it being delayed and affecting other sprint deadlines. | 3 | The team leader should be able to use the strengths of all team members to allocate them to tasks that best represent their skills. This will result in work being done at a higher quality and more efficiently. Members should also be cautious of their own abilities and if they lack the technical skills to complete sprint objective they should upskill immediately by seeking assistance or undergoing tutorials online. |

## Other notes

**Signature of team members:**

Name: \_\_\_\_\_Alexa Donovan\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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