Team: Jumbo
Project: Currency Converter

Milestone 1

Section 1: Preamble

During our first team meeting, each member will discuss their desired grade and agree to commit to achieving it. We understand that each member's input and participation is crucial to the success of this project. We acknowledge that this conversation will not be reported to the instructor, but it will be stated in the workflow document that this discussion has taken place and all members have agreed to commit. We also understand and agree to apply the writing guidelines for the course to all communication pieces for the project.

Section 2: Team Roles

➢ Kahil, Atakan - contact email: atakankahil2811@gmail.com

Role: Project Manager, Product Owner

Skills: Strong leadership skills, excellent communication, and organizational skills.

Duties:

- Oversee and coordinate project tasks.
- Ensure project deadlines are met.
- Facilitate communication between team members.
- Develop project plans and timelines.
- Prepare progress reports for the team.

➢ Shapkarov, Mihail – contact email:

Role: Software Lead

Skills: Strong analytical and problem-solving skills and is able to lead a team to develop high-quality software products.

Duties:

- Leads the design of the architecture specification.
- Assigns programming tasks to other team members.
- Makes final decisions on all class interfaces.

➢ Arsov, Andrej – contact email:

Role: Front-end Developer

Skills: Expertise in programming languages such as HTML, CSS, and JavaScript, and is skilled in creating visually appealing and user-friendly interfaces.

Duties:

- Develops and maintains the front end of the application.
- Implements user interfaces and designs.
- Collaborates with backend developers to ensure seamless integration.

➢ Bozinov, Ognen – contact email:

Role: Back-end Developer

Skills: Experienced software developer with a strong background in backend development. He has expertise in programming languages such as Python and Java

Duties:

- Develops and maintains the backend of the application.
- Implements APIs and database functionality.
- Collaborates with frontend developers to ensure seamless integration.

> ➤ Dimova, Elena – contact email:

Role: Testing Engineer

Skills: Experienced testing engineer with expertise in both manual and automated testing. He has a strong background in creating test plans and executing test cases and is skilled in identifying and reporting software bugs.

Duties:

- Creates and executes different types of testing scenarios.
- Identifies and reports software bugs.
- Works closely with the development team to ensure high-quality software.

> ➤ Blazevska, Simona – contact email:

Role: Delivery Engineer

Skills: Experienced delivery engineer with expertise in continuous integration and delivery. She has a strong background in deploying software to production environments and is skilled in automating the software delivery process.

Duties:

- Creates and maintains continuous integration and delivery pipelines.
- Deploys software to production environments.

Section 3: Team Coordination

Meeting Time/s:

Our team will have one official meeting every week for one hour, scheduled based on each team member's availability and time zone. We will also schedule additional meetings as needed to ensure smooth progress of the project.

Minutes of Meeting:

We will designate a different team member each week to take notes during the official meeting, which will be compiled into a shared Google Doc after the meeting. The notes will include a summary of the discussion and any action items assigned to team members.

Communication:

We will use a combination of Slack and email for communication. All team members are expected to respond to any message within 24 hours unless otherwise stated. We will also establish a clear protocol for escalation of urgent matters.

File Sharing:

We will use GitHub to manage our source code and Google Drive to store other project artifacts such as design, data, and project management documents. We will ensure that all team members have access to the shared Google Drive and GitHub repositories.