

Possible risks	Impact	Solutions
Team member sick/absent and able to work from home	Team member is not able to contribute in person.	<ul style="list-style-type: none"> <li>Team member should read <a href="#">Meeting Minutes</a> - outlines what was discussed (ideas/concerns), tasks achieved, what's next + thoughts while away section for additional input</li> <li>Open communication using Discord</li> </ul>
Team member sick/absent and unable to work from home	Increases work load for other members in order to meet deadline	<ul style="list-style-type: none"> <li>Re-assign tasks - in the event that a team member is not able to contribute for a period of time, tasks will be delegated to other members for that period. (<a href="#">Trello</a>)</li> <li>Monitoring - a team member will be able to "catch up" through consistent monitoring of the application (<a href="#">Trello</a>, <a href="#">meeting minutes</a>)</li> <li>Additional meeting times can be arranged to reintroduce member to the project if need be</li> </ul>
Team member unable to use personal computer at any stage during the project	Unlikely to cause a noticeable disruption	<ul style="list-style-type: none"> <li>Use of Owheo computers available</li> <li>Documentation kept somewhere accessible <ul style="list-style-type: none"> <li>GitHub for all source code</li> <li><a href="#">Google drive</a> for documentation</li> <li><a href="#">Trello</a> for tracking progress</li> </ul> </li> </ul>
Code is lost before committing and pushing to GitHub	Increases work load for short period of time	<ul style="list-style-type: none"> <li>If team member is not able to easily reproduce code team member can: <ul style="list-style-type: none"> <li>Notify the rest of the team on Discord</li> <li>Move the task board in <a href="#">Trello</a> to the "Stuck" list which indicates that they need help</li> </ul> </li> <li>Documentation should be kept to help reproduce code as easily as possible</li> </ul>
Dependent features unable to work	Change of requirements needed	<ul style="list-style-type: none"> <li>Should any features not work and has other features depending on it, requirements should be reevaluated in team meeting</li> <li>Amendments should be made to: <ul style="list-style-type: none"> <li><a href="#">Requirements</a></li> <li><a href="#">Deliverables</a></li> <li><a href="#">Schedule</a></li> </ul> </li> </ul>