**Federation University Australia at IIBIT (Sydney)**

**School of IT**

**Sydney Campus**

Assignment Cover Page

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| --- |
| **ITECH3208** |

Course Code

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**COURSE NAME: Project 1**

**PROGRAM OF STUDY: BACHELOR OF INFORMATION TECHNOLGY**

**LECTURER: Ahmad Nadeem Saeed**

**TITLE OF ASSIGNMENT/ PROJECT/ CASE STUDY: Sprint Iteration Two Documentation**

Declaration

Except where appropriately acknowledged, this assignment is my own work, has been expressed in my own words and has not previously been submitted for assessment. I have also retained a copy of this assessment piece for my own records.

Signature: Sachin—Hari—Shrabya—Hari-Sanjib\_\_\_\_\_\_\_\_\_ Date: \_\_07/06/2020\_\_\_\_\_\_\_\_\_



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# Theme & Wishlist

The main goal of the sprint 2 is to create the login portal to the sales and property management and property owner presenting the forms and information required to login on to the portal. The sales and property management can be able to manage the list of properties currently listed for sale through the agency following the record of sold properties. Also, the sales management can be able to display the list of properties managed. So, after the iteration, the management could be able to review and update agency agreement and request amendment. Since the sprint is about functions performed from sales management, the management could be able to share advertisement links to various websites, update the progress of sale on a weekly basis and could get the feedback from the prospective buyers about the sale.

**Theme: “**Create the login portal to the sales management illustrating the registration login credentials following the list of sale, sold and managed properties from the system”

**Wish list**: To check login credentials of sales management and display the listed properties and check the functioning as per the database information testing.

# Incoming Product Backlog

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no.** | **Requirement** | **Condition of satisfaction** | **Priority** |
| **US1** | As an Owner Corporation/ Strata Management, I want every user to follow the rules and regulations so that they use the website in proper manner. | Owner corporation / Strata Management should be able to regulate the laws for fair use. | Completed in Sprint 1. |
| **US2** | As an Owner Corporation/ Strata Management, I want to view an edit the agency agreement so that I can ensure every law is satisfied. | Owner Corporation/ Strata Management should be able to update the agency agreement. | Completed in Sprint 1. |
| **US3** | As a property owner, I want to view the agency agreement so that I can notify concerned authority (i.e. owner corporation/ strata management) for its amendment when required. | Property owner should be able to view the agency agreement and request amendment. | Completed in Sprint 1. |
| **US4** | As a property owner, I want to be able to register my property by filling Property Registration Form so that all the required information is provided. | Property Owner is able to fill in all the details of the property in Property Registration Form. | High |
| **US5** | As a property owner, I want to upload images of my property while posting an advertisement in the website so that the customers can see it in pictures. | Property Owner should be able to post the images of the property. | High |
| **US6** | As an Owner Corporation/ Strata Management, I want to be able to login to the portal so that I can access the resources provided by the company. | Owners Corporation/ Strata Management should be able to login by providing their registered login credentials. | Completed in Sprint 1. |
| **US7** | As a property owner, I want the be able to login using my login credentials so that I can post my property ads and stay updated on them. | Property owners should be able to login by providing their registered login credentials. | Completed in Sprint 1. |
| **US8** | As a property owner, I want to be able to view, edit and update my property ads using existing login credentials so that I can keep my property ads up to date. | Property owner should be able to access the ads to update it. | High |
| **US9** | As a property owner, I want to access my property sales ads, respond on them, feedback from the customers using my login credentials so that I can request owner corporation/ strata management for inspection appointment. | Property owner should be able to respond to ads and offer the inspection. | Medium |
| **US10** | As a property owner. I want to share my ads on different websites so that I can get clients/customers from other sources as well. | Property owner should be able to share ads in other sources. | Completed in Sprint 1. |
| **US11** | As a property owner, I want the ads that I have posted to be categorized as Rent or Sale so that the customer do not gets confused about it. | The property ads should be categorized on the basis information provided by them. | Medium |
| **US 12** | As a customer, I want to see the advertisement and its description so that I can get additional information of the property. | Owner Corporation/ Strata Management should be able to communicate the resolved issues. | Low |
| **US13** | As a customer, I want to select the property so that I can book a date for inspection. | Customers should be allowed to select the date for inspection of the property. | High |
| **US14** | As an Owner Corporation/ Strata Management, I want to be updated with all the activities ongoing within the property involving contractors so that I can plan arrangements for them. | Owner Corporation should be able to access the working hours for the contractors. | Medium |
| **US15** | As a property owner I want to be able to post a sales ad so that I can enlist my property for sale on website. | Property owners should be able to post their ads with images and description. | High |
| **US16** | As a guest, I want to register my property so that I can handover my property for management to the company. | Guest should be able to register their property using their details. | High |
| **US17** | As an Owner Corporation/ Strata Management, I want to approve or refuse the property sale advertisements so that websites contain filtered and valid ads only. | Owner Corporation/ Strata Management should be able to approve the advertisement. | High |
| **US18** | As a site supervisor, I want the access to all the property owner’s contact details so that I can notify them for the inspection. | Site supervisor should be able to communicate with property owner for inspection. | Medium |
| **US19** | As a property owner, I want to be notified if a customer is interested in my property so that so that I can request owner corporation/ strata management for inspection appointment | Property owner should be able to request strata management/ owner corporation for the inspection. | Medium |
| **US20** | As a site supervisor, I want the platform to send the common mail to all the property owner so that I can inform them basic rules and regulations on regular basis as needed. | Site supervisor should be able to email all the property owners. | Medium |
| **US21** | As a site supervisor, I want access to all the list of unsold property so that I can prepare and present site inductions, safety briefings and toolbox talks. | Site supervisor should be able to get sales property list for documentation. | Low |
| **US22** | As a guest, I want to view the details of the company so that I can have information for doing business with them. | Guest should be able to view brief description of company and directors | Medium |
| **US23** | As a guest, I want to view all the properties managed by FS Sales & Property management so that I can make a booking for the available property. | Guest should be able to download the list of property currently managed by us | Medium |
| **US24** | As a guest, I want to view all the properties sold by FS Sales & Property Management so that I can trust them to choose them as my real estate management company | Guest should be able to download the list of property sold by us. | Low |
| **US25** | As a guest, I want to browse the list of property currently listed for sale so that I can choose the property to buy from the list. | Guest should be able to view all the listed property. | Medium |
| **US26** | As a guest, I want to contact FS Sales & Property management so that I can do further business with the firm. | Guest should be able to send message from contact us page. | Medium |
| **US27** | As a guest, I want to view the policy, terms and conditions of the company so that all the policies are good for doing business with the company. | Guest should be able to view the terms and conditions of the company | High |
| **US28** | As a property owner, I want to control over my contact details so that I can update, hide, delete or reveal my contact details. | Property owner should be able to update and change the contact details. | High |
| **US29** | As a customer, I want to know the contact information so that I can get the detailed information about the property. | Customer should be able to contact the property owner. | Medium |
| **US30** | As a customer, I want to search available property in certain area for sale so that I can choose the property. | Customer should be able to access the list of available property on specified area. | Medium |
| **US31** | As a customer, I want to know the pricing of the property so that I can look the property within the budget. | Customer should be able to access the price of any property available for them. | Medium |
| **US32** | As a customer, I want to know reviews from the sold property to build the trust in the company. | Customer should be able to get previous reviews. | Medium |
| **US33** | As a customer, I want to know about the company, its employees and their work ethics so that I can trust the company. | Customer should be able to access director’s information. | Medium |
| **US34** | As an Owner Corporation/ Strata Management, I want access over monthly invoice system so that they can record the finances. | Customer should be able to book inspection date for the interested property. | Medium |

Table : Project User Stories

# Sprint Backlog

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Conditions of Satisfaction** | **Tasks and Estimates** |
| US4 As a property owner, I want to be able to register my property by filling Property Registration Form so that all the required information is provided. | * A link is present in the user profile of the property owner that redirects to the Property Registration Form. * Property Owner is able to fill in all the details of the property. | * A user profile format is designed with the proper identification of the required fields on it. **1 Day (Sanjib Adhikari)** * A form is designed with all the required fields for registering a property as per the requirement of display. **1 Day (Hari Panthi)** |
| US5 As a property owner, I want to upload images of my property while posting an advertisement in the website so that the customers can see it in pictures. | * The option for uploading an image of the property is available in the form. * The selected image is rightly displayed in the property list. | * A new field is created in the form with image uploading feature. **½ Day (Hari Panthi)** * A bootstrap format of display is arranged for the display of advertisement in the properties list.**2 Days (Sachin Karki)** |
| US8 As a property owner, I want to be able to view, edit and update my property ads using existing login credentials so that I can keep my property ads up to date. | * There is an option available for the ads posting individual to view and edit the ads. | * An editing feature is added in the user profile for updating the advertisements. **1.5 Days (Hari Bhusal)** |
| US9 As a property owner, I want to access my property sales ads, respond on them, feedback from the customers using my login credentials so that I can request owner corporation/ strata management for inspection appointment. | * Anyone showing interest on the property should be notified to the profile of the user who has posted respective advertisement. * Property Owner who has posted an ad must be notified when the customer requests for inspection. | * A notification feature is added to the user profile when someone requests on the property posted by them. **1 Day (Sachin Karki)** * The details of the requested person and sender will be exchanged to each other. **½ Day (Sachin Karki)** |
| US11 As a property owner, I want the ads that I have posted to be categorized as Rent or Sale so that the customer do not gets confused about it. | * The listing of the property ads are titled as Rent or Sales for the clear picture of the categorization of advertisement. | * A title is added to the bootstrap feature of the property listing as Rent or Sale. **½ Day (Shrabya Timalsena)** |
| US12 As a customer, I want to see the advertisement and its description so that I can get additional information of the property. | * Customers should be provided with the overall information of the property in the advertisements. * The description section of the property ads must contain the additional information on the property. | * The information provided in the entries must be displayed on the bootstrap format on property listings. **1 Day (Sachin Karki)** * The UI/UX of the description of the property ads is managed in property listing. **½ Day (Shrabya Timalsena)** |
| US13 As a customer, I want to select the property so that I can book a date for inspection. | * Customers should get to choose a date for meeting/inspection of the property. * Property Owner who has posted an ad must be notified when the customer requests for inspection. | * While requesting an interest on any property, the customer is provided with date selection feature. **1 Day (Shrabya Timalsena)** * The date is programmed to be sent to the property owner. **1 Day (Sanjib Adhikari)** |

Table : Sprint User Stories

# Review meeting

4.1 Meeting Five

4.1.1 Meeting Details

|  |  |  |
| --- | --- | --- |
| **Meeting Number** | Meeting 5 | |
| **Meeting Date** | May 13 |  |
| **Meeting Time**  **(From-To)** | 11:00 am | 11:55 am |
| **Meeting Platform/Location** | Zoom Breakout room |  |

**Table 3: Meeting one Details**

4.1.2 Meeting Objective

Presenting the sprint one progress to supervisor and getting review of the progress that is on the project. Getting idea if there was anything that could be improved and consider the idea for further sprints and improve any part according to suggestions.

4.1.3 Meeting Attendance

|  |  |  |
| --- | --- | --- |
| Team Member | Role | Attendance |
| Sachin Karki | Project Manager and programmer | Present |
| Hari Panthi | System Integration Leader | Present |
| Shrabya Timalsena | Design Leader and UX expert | Present |
| Hari Bhusal | Development Leader | Present |
| Sanjib Adhikari | System and testing analyst | Present |

**Table 4: Meeting one Attendance**

4.1.4 Theme and Agenda for Next Meeting

* Redefining user stories that are to be changed.
* Selecting the user stories for sprint two.
* Initiating the form creation for sales functions.

|  |  |
| --- | --- |
| Next Meeting Schedule | |
| Date | May 20 |
| Start time | 09:00 pm |
| Location/ platform | Messenger Video Call |

**Table 5: Next Meeting Schedule**

4.2 Meeting Six

4.2.1 Meeting Details

|  |  |  |
| --- | --- | --- |
| **Meeting Number** | Meeting 6 | |
| **Meeting Date** | May 20 |  |
| **Meeting Time**  **(From-To)** | 09:00 pm | 10:00 pm |
| **Meeting Platform/Location** | Messenger Video call |  |

**Table 6: Meeting details**

4.2.2Meeting Objective

Redefining the user stories as this the backlog grooming meeting. Discussion of the new approach for dividing the tasks on sprints. There was also objective of initiating coding for forms customers and property owners must fill for renting and selling properties, respectively. Task division for sprint two was the most important part.

4.2.3 Meeting Attendance

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Role** | **Attendance** |
| Sachin Karki | Project Manager and Programmer | Present |
| Hari Panthi | System Integration Leader | Present |
| Shrabya Timalsena | Design Leader and UX Expert | Present |
| Hari Bhusal | Development Leader | Present |
| Sanjib Adhikari | System and Testing Analyst | Present |

**Table 7: Meeting attendance**

4.2.4 Theme and Agenda for Next Meeting

* Complete the functions and address all user stories.
* Sprint two progress checking.

|  |  |
| --- | --- |
| Next Meeting Schedule | |
| Date | May 27 |
| Start time | 10:30 am |
| Location/ platform | Zoom Breakout Room |

**Table 8: Next Meeting Schedule**

4.3 Meeting Seven

4.3.1 Meeting Details

|  |  |  |
| --- | --- | --- |
| **Meeting Number** | Meeting 7 | |
| **Meeting Date** | May 27 |  |
| **Meeting Time**  **(From-To)** | 10:45 am | 11:45 am |
| **Meeting Platform/Location** | Zoom Breakout Room |  |

**Table 9: Meeting details**

4.3.2 Meeting Objective

Initiating the coding for creation of forms for property registration for sale and forms for renting and buying properties. Coding for completing all other functions of selected user stories.

4.3.3 Meeting Attendance

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Role** | **Attendance** |
| Sachin Karki | Project Manager and programmer | Present |
| Hari Panthi | System Integration Leader | Present |
| Shrabya Timalsena | Design Leader and UX expert | Present |
| Hari Bhusal | Development Leader | Present |
| Sanjib Adhikari | System and testing analyst | Present |

**Table 10: Meeting attendance**

4.3.4 Themes and agenda for next Meeting

* Checking the sprint two progress and discuss problems and solutions for them.
* Completion of sprint two and preparation and confirmation of everything is complete and running for sprint two.

|  |  |
| --- | --- |
| Next Meeting Schedule | |
| Date | June 1 |
| Start time | 09:00 pm |
| Location/ platform | Messenger Video Call |

**Table 11: Next Meeting Schedule**

4.4 Meeting Eight

4.4.1 Meeting Details

|  |  |  |
| --- | --- | --- |
| **Meeting Number** | Meeting 8 | |
| **Meeting Date** | June 1 |  |
| **Meeting Time**  **(From-To)** | 09:00 pm | 10:00pm |
| **Meeting Platform/Location** | Messenger Video Call |  |

**Table 12: Meeting details**

* + 1. Meeting Objective

Checking sprint two progress updates. There will be discussion of the problems seen at sprint two and find solution if any problem exists. Check for any points of improvement in completed user stories functions. Confirming the completion of sprint two and making sure every function is up and running.

4.4.3 Meeting Attendance

|  |  |  |
| --- | --- | --- |
| **Team Member** | **Role** | **Attendance** |
| Sachin Karki | Project Manager and programmer | Present |
| Hari Panthi | System Integration Leader | Present |
| Shrabya Timalsena | Design Leader and UX expert | Present |
| Hari Bhusal | Development Leader | Present |
| Sanjib Adhikari | System and testing analyst | Present |

**Table 13: Meeting Attendance**

4.4.4 Themes and agenda for next Meeting

* Present the progress of the project to supervisor and run all the user stories selected for sprint two and get feedbacks for the further part of project.
* Prepare for the third sprint.

|  |  |
| --- | --- |
| Next Meeting Schedule | |
| Date | June 10 |
| Start time | 11:00 am |
| Location/ platform | Zoom Breakout room |

Table 14: Next Meeting Schedule



# 5. Retrospective meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting/Project Name: | **Retrospective Meeting Details**  **Project 1** | | |
| Date of Meeting: | **03/06/2020** | Start Time: | **1:30 PM** |
| Minute Taker: | **Hari Panthi** | Finish Time: | **3:00 PM** |
| Location: | **ZOOM Meeting** | | |
| Attendees: | |  |  | | --- | --- | | **Hari Panthi** | **Present** | | **Sachin Karki** | **Present** | | **Shrabya Timalsena** | **Present** | | **Hari Bhushal** | **Present** | | **Sanjib Adhikari** | **Present** | | | |

Table : Retrospective Meeting Details

## 5.1 What went well?

Things were in control; we now have adopted well to online meetings and how to make effective and efficient discussions by following agile methodology of development. All the team members attended meetings and were able to complete individual tasks in given time frame. Overall, all the team members supported each other and communicated well despite being unable to meet in person.

Project manager was supportive, and requirements was clearly explained to team members about this iteration 2.

## 5.2 What went wrong?

Inability to engage physically with all the stakeholders involved was impossible because of this current COVID-19 issues, which somehow came as hindrance. Communicating with stakeholders and scheduling online meeting was difficult as we had to communicate through emails and texts.

During the initial phase of project, we decided to proceed our backend development using ruby on rails framework, but because of lack of familiarity, we had to drop the idea after couple of meetings. Few of the user stories had to be refined as they did not meet the requirements and we could not verify the presence of these would benefit the project.

## 5.3 What could be improved?

It is same from previous retrospective meeting. Project collaborators need to pay attention to detail when completing tasks assigned. The feedbacks from previous meetings need to be addressed moving ahead and communication needs to be thorough if anyone struggles with anything.

Project manager should look at all the documents prepared during the phase and need to review each document to check if anything is missing before we engage with client for briefing. Any last-minute changes should be avoided, and due dates should be noted in advance.

## 5.4 What is out of our control?

Lockdown due to COVID-19 was out of our control which played as main hinderance. Back end coding to implement all functionality did not seem possible as of now because of limited knowledge of team members. The implementation of our functionality was not easy, managing the time seemed harder because of due date approaching. This caused us to panic and stress, we had to schedule extra meeting to get over this stress and time management.

Coding was the hardest part in this iteration as well because the implementation on documentation was not easy and the time management was not easy as well the due date was coming, we all were getting panic and stressing that was causing delays as well.

# 6. Backlog grooming meeting

The product Backlog Grooming meeting was meeting six that was held on May 20, 2020. As the first sprint was focused on property management there was a feedback from our supervisor that it could be better if there is focus on one section at a time. There was sales function for second sprint chosen. There were some changes to be made from the user stories that were presented before sprint one. According to the feedback there were some additional user stories replacing user stories that were not important for the website.

As per the requirement and the suggestion of the supervisor we have changed 5 out of 7 user stories that were allocated for second sprint and are recorded below with their previous and updated versions.

|  |  |  |
| --- | --- | --- |
| Status | User Stories (Predefined) | User Stories (Redefined) |
| Changed | US4 As an Owner Corporation/ Strata Management, I want to approve or decline the customer or property owners request for inspection without proper notice so that the agency agreement is followed. | US4 As a property owner, I want to be able to register my property by filling Property Registration Form so that all the required information is provided. |
| Changed | US5 As an Owner Corporation/ Strata Management, I want to approve or decline the customer or property owners request for inspection without proper notice so that the agency agreement is followed. | US5 As a property owner, I want to upload images of my property while posting an advertisement in the website so that the customers can see it in pictures. |
| Unchanged | US8 As a property owner, I want to be able to view, edit and update my property ads using existing login credentials so that I can keep my property ads up to date. | US8 As a property owner, I want to be able to view, edit and update my property ads using existing login credentials so that I can keep my property ads up to date. |
| Unchanged | US9 As a property owner, I want to access my property sales ads, respond on them, feedback from the customers using my login credentials so that I can request owner corporation/ strata management for inspection appointment. | US9 As a property owner, I want to access my property sales ads, respond on them, feedback from the customers using my login credentials so that I can request owner corporation/ strata management for inspection appointment. |
| Changed | US11 As an Owner Corporation/ Strata Management, I want to view log of reported issues so that I can take appropriate actions on them. | US11 As a property owner, I want the ads that I have posted to be categorized as Rent or Sale so that the customer do not gets confused about it. |
| Changed | US12 As an Owner Corporation/ Strata Management, I want to be notified when the reported issues are resolved so that I can update the concerned individual. | US12 As a customer, I want to see the advertisement and its description so that I can get additional information of the property. |
| Changed | US13 As an Owner Corporation/ Strata Management, I want access over monthly invoice system so that they can record the finances. | US13 As a customer, I want to select the property so that I can book a date for inspection. |

Table : Backlog Grooming Details

# 7. Statements of contribution

|  |  |  |
| --- | --- | --- |
| **Team Members’ Name** | **Contributions** | **Hours Dedicated** |
| Sachin Karki (PM) | * Worked for the forms creation on initial version to work for the sale of the properties. * Data linkage between the portal forms and database tables. * Division of task among the team members and assisted the team members with technical issues faced. | Approximately 30 hours |
| Hari Panthi | * Recorded the meeting details and findings of each meeting. * Worked to edit and modify the forms that was created by the team leader for sales and registration processes. | Approximately 22 hours |
| Shrabya Timalsena | * Analyzed the user interface and identified the better display for the website. * Worked for the date selection feature in the website for better usability of the forms. * Allocate the individual tasks from each team member and merge them for finalization from project manager. | Approximately 25 hours |
| Sanjeev Adhikari | * Worked to come up with a profile format for the entire users in the system for sales and property management activities. * Initialized the notification feature of the website to be delivered to the system user profiles. | Approximately 22 hours |
| Hari Bhusal | * Documented the meeting details in the sprint document. * Worked on the editing feature of the advertisements. | Approximately 18 hours |

Table : Statements of Contribution