2.2 PROJECT MANAGEMENT PLAN

2.2.1 Estimate Tasks

2.2.2 Meeting minutes

All meeting minutes will be written following this template:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Meeting/Project  Name: | | CPM | | | | |
| Date of meeting: | | 25/8/2020 | *Time: (Type)* | | | *1 hours (Face-to-face)* |
| Meeting Called by: | | DucDD | ***Location:*** | | | *FPT University – P205* |
| Note Taker: | | KhangNM | ***Time Keeper:*** | | | DucDD |
| 1. Meeting Objective  1. Assign new task for member  2. Do report No.2 | | | | | | |
| 2. Attendance | | | | | | |
| ***Name*** | ***Roles*** | | ***E-mail*** | ***Phone*** | |
| Do Dinh Duc | Project manager | | Ducddse04936@fpt.edu.vn | 0968480997 | |
| Bui Trung Kien | Developer ,Tester Leader, Doc | | Kienbtse05182@fpt.edu.vn | 0986268048 | |
| Nguyen Ngoc Khanh | Developer ,Tester, Doc | | Khanhnnse05045@fpt.edu.vn | 0914092466 | |
| Nguyen Minh Khang | Developer ,Tester, Doc | | Khangnmse05904@fpt.edu.vn | 0971091547 | |
| Nguyen Duc Long | Developer ,Tester, Doc | | Longndse05906@fpt.edu.vn | 09782996448 | |
| 3. Done task  1. Build project structure  2. Configure git repository with security  3. Do report No.1 | | | | | |
| 4. New task  1. Backend    2. Frontend | | | | | |
| 5. Risk & Difficulty | | | | | |

2.2.3 Coding Conventions

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2.2.4 Risk Management Plan

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| --- | --- | --- | --- | --- |
| **No** | **Description** | **Avoidance plan** | **Contingency plan** | **Status** |
| R1 | Data loss | Use GitHub for version control.  - Teach members how to use Git  and resolve conflicts.  - Always have important backups. | - Restore backed up  data from GitHub. | Closed |
| R2 | Illness or  absence of  team  members | - Provide schedules in advance.  - For long periods of absence,  members should notify the group  in advance. | - Assign the tasks of  absent member to  other members.  - Work overtime if  necessary. | Closed |
| R3 | Misunderstan  ding of  requirements | - Discuss requirements carefully  with the customer.  - Always ask for clarification if  requirement is unclear.  - Comment need to meet | -Make sure idea’s business logic is  carefully analyzed. | Closed |
| R4 | Requirement  changed | - Every new update of requirement  has to be reviewed by all team  members and supervisor.  - Team member has to analyze  requirement carefully before raise  up to team. | - If requirement has  new update, all  members have to  join the meeting to  aware and make  decision. | Closed |
| R5 | Conflict  between team  members | - Everything must be documented.  - Every team member has to express  clearly and carefully. | - Make sure any  miscommunication  has to be resolved. | Closed |
| R6 | Failure to  meet deadline | - Plan and develop schedule  carefully  - Assign tasks carefully  - Define punishment for team  members who neglect work | - Find the root cause  of the problem  - Reassign tasks  - Focus on important  functions first | Closed |

*Table 2-5: Risk Management*

2.2.5 Communication Plan

*Weekly meeting schedule*: We use Iterative and Incremental Process Model, then we divide the system into two sub-systems, each sub-system is divided into a series of small tasks. The amount of work by the whole team, after that the task will be assigned to team members by the Team Leader and depending on difficulty the Technical Leader will assign deadlines for each task.We will have a meeting inform to all team about what each member finished last week, the status (fast, on time or slow), the issues met and how to solve them. If any member raises any issue, the whole team will help to find out a solution together. After that, the team will define etailed stories for next week tasks.

*Daily meeting schedule*: Each sub-system has one development team with different schedule.When starting work-day, each team will have a stand-up meeting to inform to others: “What did I do yesterday?”, “What will I do today?” and “Is there any difficulty?”. By focusing on what each person accomplished yesterday and will accomplish today, the team gains an excellent understanding of what has been done and what remains.

*Unscheduled meeting*: If someone has an important problem that he wants to solve immediately, we will have a meeting for discussion, usually via some online channel: Skype,Facebook or Phone.

*Communication channel*: Our main communication channel is Skype. On the other hand, we use face-to-face meeting, Facebook group and comment issues. However, we sometimes

make a phone call or instant message if someone has a problem.