SENG3011: Deliverable 1
Management Information Report
Team: git push --force

Members:
Austin Vuong, Elliott Yu, Cuthbert Zhong, Alvin Cheng, Jeffrey Wu
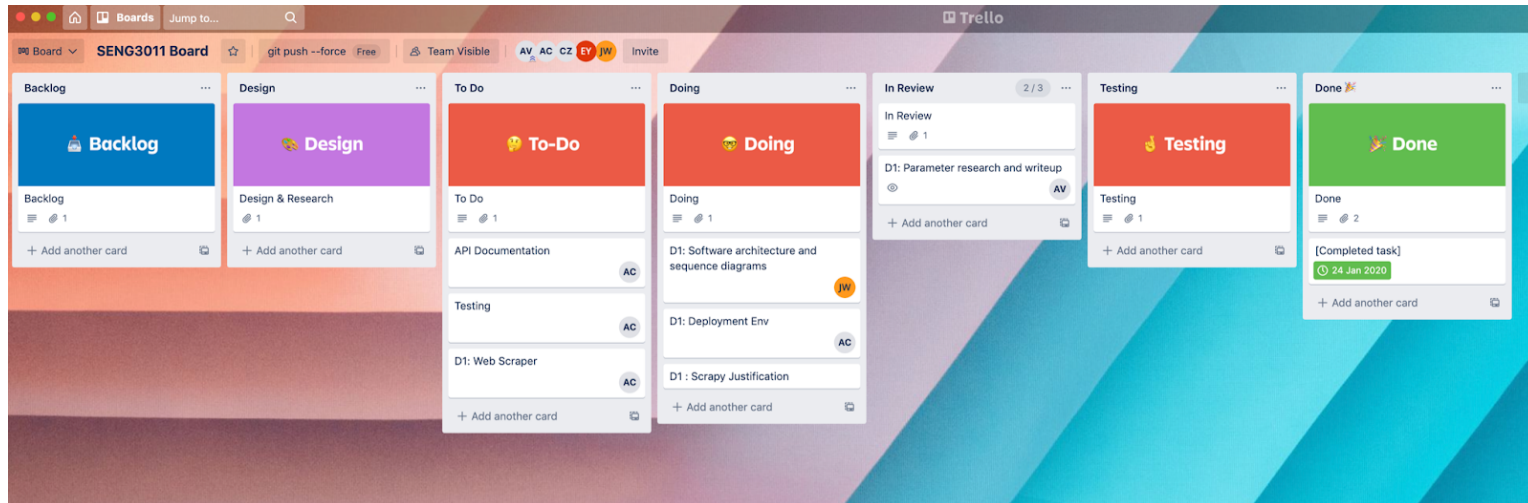
Team Responsibilities Table

N.B. Table will change and update as responsibilities and work arrangements shift and change

Name	Responsibilities	Work Arrangements
Jeffrey Wu	Development of RESTful API: - Local development utilising Python - Working on deployment of API on AWS Amplify	9-5:30 Part Time Work - Wednesday and Thursday Thesis and 2 courses
Elliott Yu	Development of Web Scraper for Data Source: - Local development utilising Python and the Scrapy Library - Working on deployment on AWS Lambda for periodic refresh	6:30-3 Part-time work - Mon,Tues,Thurs,Sat 3 courses: SENG3011, COMP3331, COMP3411
Cuthbert Zhong	Development of Web Scraper for Data Source: - Local development utilising Python and the Scrapy Library - Working on deployment on AWS Lambda for periodic refresh	9-4 Part time work - Mon, Wed, Thur 3 Courses
Austin Vuong	Development of RESTful API: - Local development with Python - Working on deployment of API on AWS Amplify	4 courses: Thesis, COMP9321, COMP3411, SENG3011
Alvin Cheng	Database, Testing and Documentation: - Database Design and configuration of DynamoDB - API Testing - API Documentation	9-5 Mon-Fri (Full time) 3 courses: extended security, ACCT1501, SENG3011

Project Management Tools/Practices

Trello

A Trello board will serve as the team's central issue tracker. Making use of a Kanban style board, members will be able to understand work that needs to be done, is in progress, needs review/testing or has already been completed. This is beneficial in ensuring that each member's responsibilities are clear and expectations are set.

Weekly Meetings

The team will meet weekly on Thursdays at 6pm. This was decided as a result of a When2Meet poll that determined each member's availability (https://www.when2meet.com/?11049002-Aa8c9). The location of these meetings will take place in the team's Microsoft Team's space. This meeting will have a duration of 45 mins consisting of:
- A review of work completed in the past week - supported by the team's Trello Board
- A review of work to be completed in the upcoming week - supported by the team's Trello Board
- Q and A time
- A review of upcoming Deliverable requirements
- Collating any questions to ask to our mentor

These meetings will be followed by a "Mentor Meeting" at 6:45pm on Thursdays, where an update on the team's progress will be given and a discussion of any questions or guidance sought by the team with the mentor.

Communications

The team's primary means of communication will occur through Facebook Messenger Group Chat. This is a highly accessible platform that each member has previous experience in using. For communications between Mentor and Team outside of the Weekly Mentor Meetings, the team will utilise the General Channel in the team's Microsoft Teams space.

Contingency Meetings

Due to the fast paced nature of the project, the team has agreed that contingency meetings may be a necessity, especially around Deliverable Deadlines. The team has decided that, wherever necessary, a contingency meeting will be set up as a means of a "check-in" on the work produced by the team mid-week. This has been decided to occur on Sunday afternoons where necessary and pending availability of the team members.

Development/Code Review

Development of the project will occur on each member's personal machines. The project will use Github as a means of version control. Branches for work in development will be utilised with pull requests being a requirement for work being merged into the master branch. The team has agreed that any work that is produced and to be merged to master must be reviewed by another team member with a different responsibility. For example, work in relation to the API will need to be reviewed by a member working on the Scraper and vice versa. This not only involves every member in each stage of the development process and across the stack but it also ensures that the team produces clean, readable and efficient code.

Testing

Testing of any work will be managed by our CI/CD pipelines. These will run automated tests to ensure that functionality is operating as intended.

Gantt Chart

A Gantt Chart was created for the team to track its progress and ensure there is a continuous understanding of goals and expectations.