

Pre-Development

1. Role and Responsibility
2. Pre-Development Stand-Up Meeting Note

Roles and Responsibilities

Members of the team have different strengths, thereby allocated tasks according to their skills. All members contributed to discussions and idea formulation; two took charge of the back-end development, and others enhanced the visual presentation and UX to ensure pleasant user experience. Although allocated different jobs, throughout the project all members of the team collaborated and aided each other when needed.

Role	Member	Responsibilities
Scrum Master	Jiachen Zhou	Backend & database
Architecture Lead	Shuyang Fan	Backend & architecture
Quality Manager	Zijian Zeng	Frontend & code standard
Testing Lead	Yunfei Jing	Frontend & testing
Product Owner	Xiancheng Yang	Frontend & UI design

Pre-Development Stand-Up notes

Date

2020-8-12

Participants

- @ Shuyang Fan
- @ Xiancheng Yang
- @ zijian Zeng
- @ Yunfei Jing
- @ Jiachen Zhou

Goals

- Check works for everyone during the past week

Discussion topics

Time	Presenter	Notes
11:00 - 11:03	Shuyang Fan	<ul style="list-style-type: none">• Set up Slack channel and adjust channels• Create Github repositories and grant access to the team and supervisor
11.03-11.06	Xiancheng Yang	<ul style="list-style-type: none">• Set up Confluence and google drive• finalised the brainstorm structure and format
11.06 - 11.09	Zijian Zeng	<ul style="list-style-type: none">• Help the team to edit the brainstorm and space homepage on Confluence• Join the brainstorm discussion as well as other collaboration tools
11.09-11.12	Yunfei Jing	<ul style="list-style-type: none">• Set up Trello• Work together with the Brainstorm
11.12-11.15	Jiachen Zhou	<ul style="list-style-type: none">• Work together to brainstorm ideas• Set up Slack, Confluence, Trello and join into the teams