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| --- | --- | --- | --- | --- |
| Tasks | Description | Priority | Due Date | Status |
| Gathering of Requirements. | Each member will come up with their own list of questions which will be combined at the end and discussed then forwarded to the client in order to gain a better understanding of the project. | Medium. | 2024/10/04  Friday | Pending. |
| Create the Code of Conduct. | Create a list of rules and regulations with the team and discuss it accordingly. | Low. | 2024/10/04  Friday | Complete. |
| Product Backlog. | A basic summery of all tasks alongside a description, status, priority, due dates and code review sessions | medium | 2024/11/22  Friday | pending |
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# Software Engineering Methods Project Backlog.

# How to utilise the Backlog.

1. Tasks

* The tasks will be noted in summery.
* Each task will be numbered incrementally.
* Tasks with higher priority may be highlighted to attract the reader’s attention.

1. Description

* The description section will include an in depth summery of what the project is.
* It may also be highlighted In certain areas to exaggerate a point.
* It may include who will be responsible for the supervision and completion of the task.

1. Priority
   * + The priorities will have a total of three tags to highlight how vital a task is for the success of the project itself.
     + High which will be red.
     + Medium which will be yellow.
     + Low which will be green.
2. Due Date
   * + The due date section will serve to highlight as well as remind team members of when each task is meant to be completed.
     + It will incorporate the system of YY/MM/DD alongside the day of the week.
3. Status
   * + The status section will mark the level of completeness the task is at it also has three tags.
     + Complete.
     + Pending.
     + Yet To Start.
4. Code review sessions
   * + Code review sessions will be highlighted in grey alongside all of their tags which includes the due dates, status and a description which will be a basic summery of tasks needed for that specific session.