# Management Information

Team Member Responsibilities

Each team member has their own delegated responsibilities, which will mostly fall under their roles - shown below.

Member	zID	Role
Thomas Sinn	z5213546	Project organisation, Scrum master, frontend developer
Hayes Choy	z5258816	Architecture, Backend Lead
Eddy Wong	z5207607	Overall Documentation, backend developer
Leila Yuan	z5261559	API, backend developer, Stoplight documentation
Xiyang Shi	z5137765	API, Frontend Lead

These responsibilities will appear on our team's trello board https://trello.com/b/f0MnxHBc/seng3011, sprint 1 is shown below, clearly assigned to each team member.
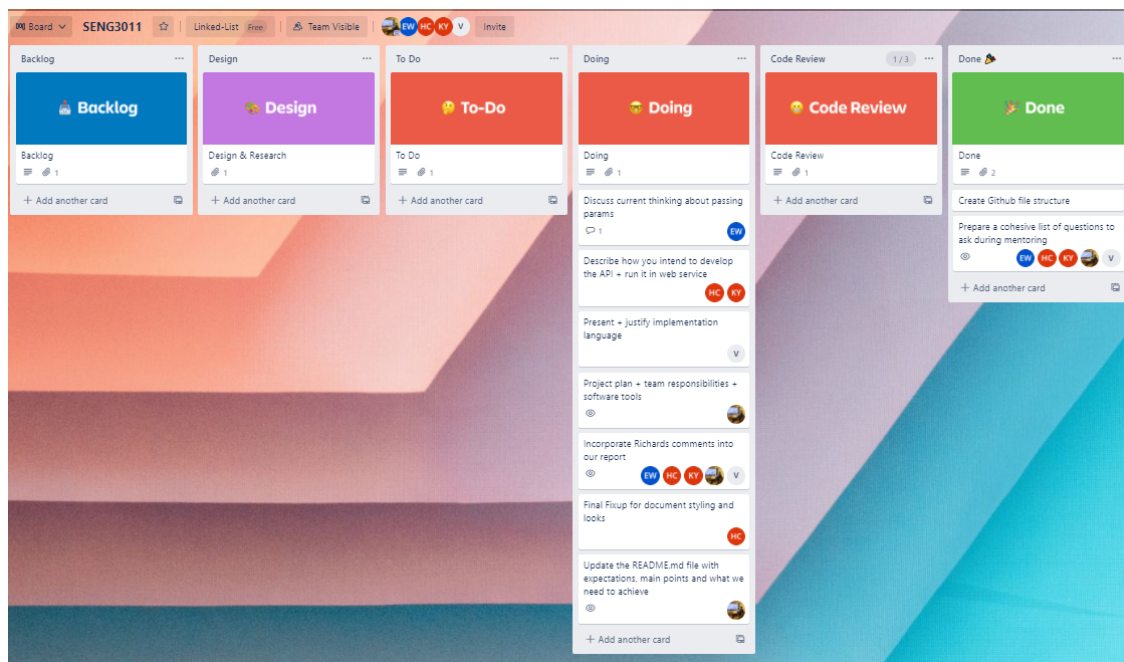
Work Arrangements

Stand ups

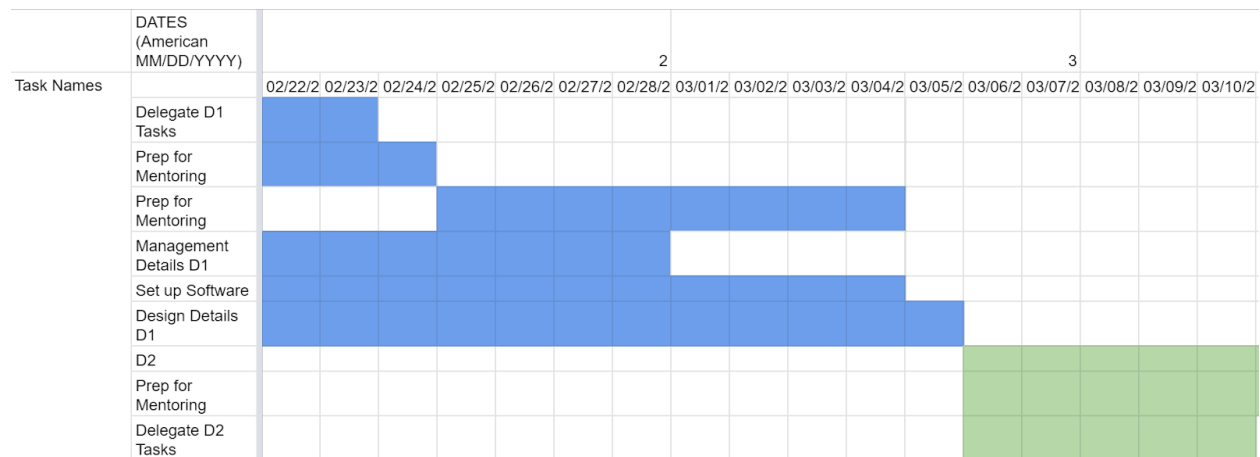Tuesday 9pm, Thursday 2-3pm or 7-8pm on Discord

Standups will be led by the scrum master, where each team member will quickly say what they have completed since last standup. Then the team will review and see if all the other team members are meeting deadlines and staying on task by all looking at the gantt chart. In addition to this, this is a time to ask questions and ask for help doing your individual tasks, especially if you have blockers. After figuring out where each team member is at, we can plan the next sprint accordingly.

Mentoring

Thursday 7.40-8pm on Discord

Mentoring will consist of updating one of our stakeholders, on the progress of our project. Before mentoring, we will have a comprehensive list of questions to ask the stakeholder. After the meeting, this is when the scrum master will delegate new and iterated tasks.

### Gantt Chart Snapshot: Sprint 1 and start of 2

Task Names	DATES (American MM/DD/YYYY)	02/22/2	02/23/2	02/24/2	02/25/2	02/26/2	02/27/2	02/28/2	03/01/2	03/02/2	03/03/2	03/04/2	03/05/2	03/06/2	03/07/2	03/08/2	03/09/2	03/10/2
Delegate D1 Tasks		▓	▓															
Prep for Mentoring		▓	▓	▓														
Prep for Mentoring					▓	▓	▓	▓	▓	▓	▓	▓						
Management Details D1		▓	▓	▓	▓	▓	▓	▓	▓									
Set up Software		▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓						
Design Details D1		▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓					
D2														▒	▒	▒	▒	▒
Prep for Mentoring														▒	▒	▒	▒	▒
Delegate D2 Tasks														▒	▒	▒	▒	▒

Software Tools

Our team uses a variety of software tools to keep on track as well as work well as a team.

Google Drive

https://drive.google.com/drive/folders/1ltCDccVZqfn5X3XfyBA7COY-HtRUY9Ou

Google drive is a great software tool for our team because it keeps all of our documents in a central location. In addition to this, it allows the whole team to edit and collaborate on documents at the same time.

Trello (Image above)
https://trello.com/b/f0MnxHBc/seng3011
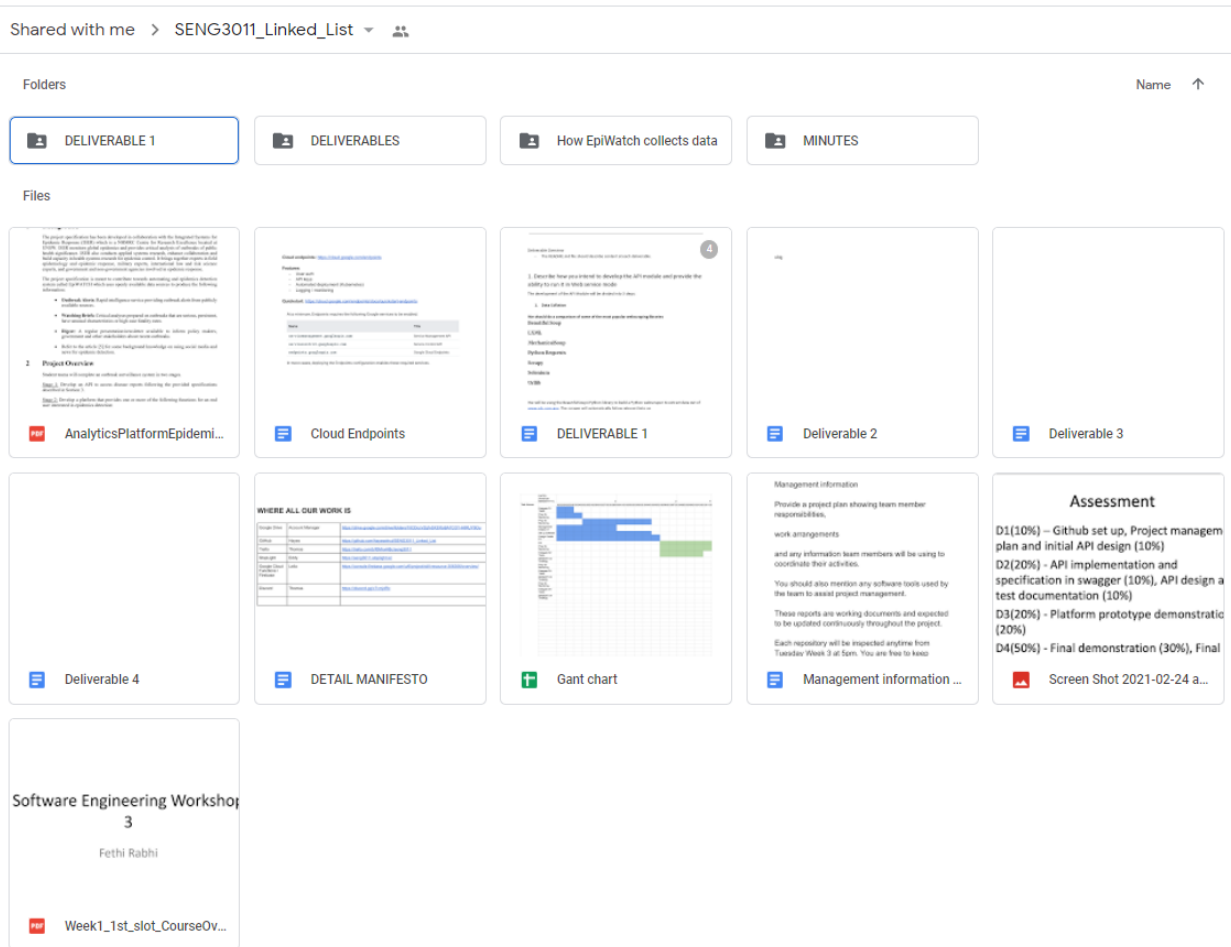
Trello is a management tool that we use to keep on task, and know what tasks are delegated to us, as well as see what other team mates are doing. It also allows us to plan our sprints and meet sprint deadlines.

When2meet (see right)
https://www.when2meet.com/?11135331-QjeoB

When2meet is a very simple tool that we use to plan around peoples very busy schedules. Since our team has multiple people who work part-time jobs, it is essential that we have a place to easily see when people are free to pair and set up one-on-ones.

Discord (see right)
https://discord.gg/c7vmj4Rc
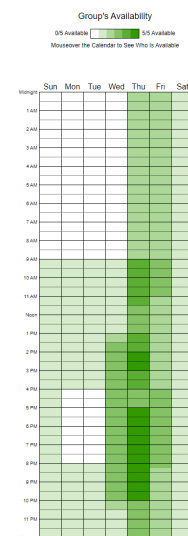
Discord is where all of our meetings, sprint, one-on-one, mentoring etc are done. This is also where we communicate asynchronously and keep people up to date with what we are doing, and try and get rid of blockers as soon as they appear.
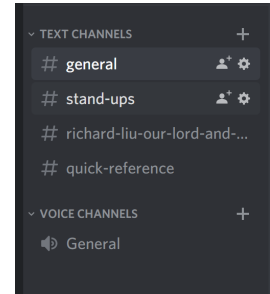
Gantt chart (see above: gantt chart snapshot)

https://docs.google.com/spreadsheets/d/1-gy4oQcdr1Q5BSLCZolsHpIAhTh--26X7evYE7ma3_Y/edit?usp=sharing

A Gantt chart serves as our team's roadmap. This roadmap will take into account engineering constraints, as well as deadlines and deployment dates, and give us a big picture view on what is happening with our product beyond the current sprint. This gives us context to deeply understand the requirement of the epics that are within this sprint and how they fit into the overall product.

Github (see right)
https://github.com/hayeselnut/SENG3011_Linked_List

Github is a software development and version control platform that uses git. Our team will be using github for that exact reason. When we code as a team, without some sort of version control system, the product that we ship to the end user may have issues because we do not know what version of the code is production ready. Git and Github give us that power. This is also where people will be able to follow our teams progress in the README.md, and use our open source code.
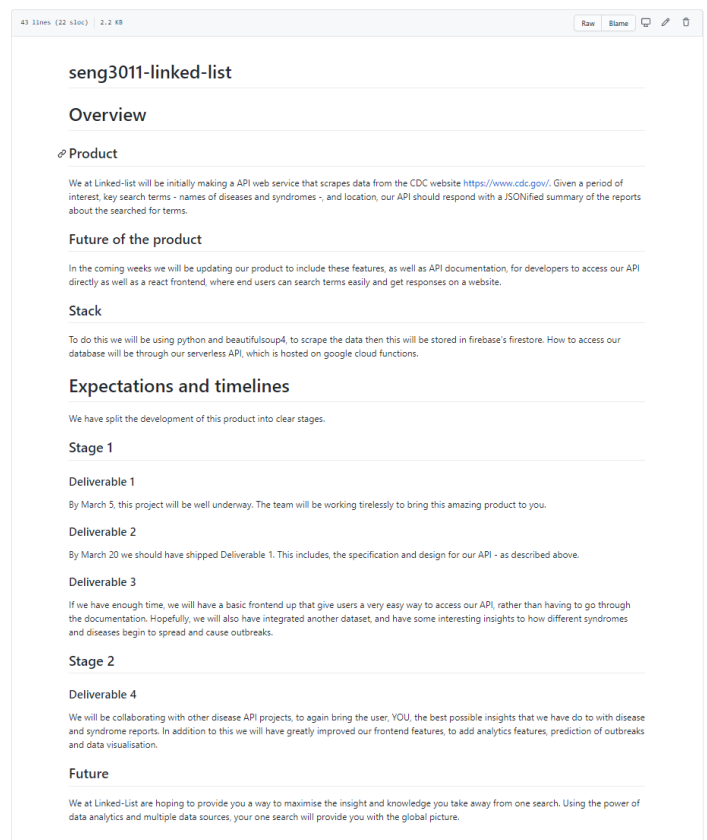
VSCode Live Share

VSCode Live Share is a way of pair programming from different computers. Instead of git where you each have a different local version of the file, this tool allows us to code on the same document at the same time. Therefore, allowing us to debug and ship features faster.