Process Specifications
Shelter Connect
Team TBD - Joseph Zhang, Ryker, Schwartzenberger, Simon Bang, Sunwoo Kang

How will you communicate with teammates you depend on? Describe specific tools or settings.

Team meetings will occur in class/in-person during the allotted meeting time. We will communicate our ideas and plan out the work for the following week during this time. We will also use google hangout to meet online if we deem that it's necessary to have another meeting. Our primary form of communicating will be with Slack in our private team channel. This is where we would ask clarifying questions and share general team information. If two people are collaborating on a certain component they will direct message each other on Slack.

What coordination and planning practices will you follow? Identify daily scrums, sprint planning meetings, ad hoc meetings, or other ways of coordinating work.

Our main coordination and planning will occur during our in-person meetings which will occur in class/in-person during the allotted meeting time. During this time, we will plan out and divide the workload and document it in a shared resource (referred to as our p. Our PM will call the meeting, ask for a short update on the team's progress, discuss what's coming for the next week as a group, and then help decide on the next round of work for each team member, to be worked on before our next meeting. If further planning is needed, our PM will arrange a time where the group can meet outside of class and we will meet online using google hangout. meeting to communicate the sprint details to the rest of the team. The sprint details will be documented in an online shared resource that we can reference, edit, and ask questions about while working on it.

Who will own each of the components in your architecture?

We are splitting up the components so that each team member will be assigned to the part that they fleshed out during the architecture and design specifications. This way, we will all have a built experience that we can use to know each component in depth. Since each person should naturally have had the most time working with each component, it would only make sense that they would also work on it in production. Of

course, other team members will still be able to help out each other if needed, but each person is responsible for reaching out and making sure that their component will be done on time.

- Joseph: Individual post, organization account page, about page
- Ryker: Website shell/navbar/footer, database
- Simon: Postings list, home page
- Sunwoo: Organization registration, organization log in

By what date will you have a fully-built (but likely buggy) release candidate?

We aim to have a fully-built release candidate by 5/31. This should be a sufficient amount of time to complete the work on the web application while still allowing enough time before product release, testing, and patching so that we can make the proper evaluations and adjustments. With three software developers on our team, we are confident that we will be able to at least put together a working first release. Another date to remember is 5/19, which is the requirement freeze. We are actively evaluating our requirements specification while beginning development in order to bring to light any oversights in the specification before this date. If building part of the project is unnecessarily difficult and not important to the final product, then we will adjust our requirements. Therefore, we will make sure to work hard by the 19th to figure out what we want to do, and then set a more concrete deadline for ourselves on the 31st. Although we want to have our components due earlier than the 31st, we are giving ourselves a week as cushion in case we have any delays or issues with reaching other deadlines.

Specific components deadlines:

- Website shell/Navbar/Footer (5/12)
- Database (5/12)
- Individual post (5/19)
- Organization registration (5/19)
- Organization log in (5/19)
- Posting list (5/24)
- Organization account page (5/24)
- About page (5/24)

What practices will you use to know if you're making progress toward that release candidate?

We will use Trello to track our progress towards the release candidate. We opted to create a list for each individual component. Within each list are small units of work or sprint tasks, which should take somewhere between 2 and 4 hours to complete. They will be arranged according to date, with the items "due" the soonest at the top (with one exception mentioned below). Each task will have a color label using either red, yellow, or green to specify the progress made on that task. Red signifies "haven't started", yellow signifies "currently working on", and green means "complete". Tasks that are labeled green are moved to the bottom of the list so that the most pertinent (due the soonest, but not yet complete) tasks can be in plain view at the top of the list. By sorting the tasks in such a way, can easily track progress on a component as a whole. By comparing the ratio of green-labeled tasks to yellow and red, we can quickly see if we are on track or falling behind for each component.
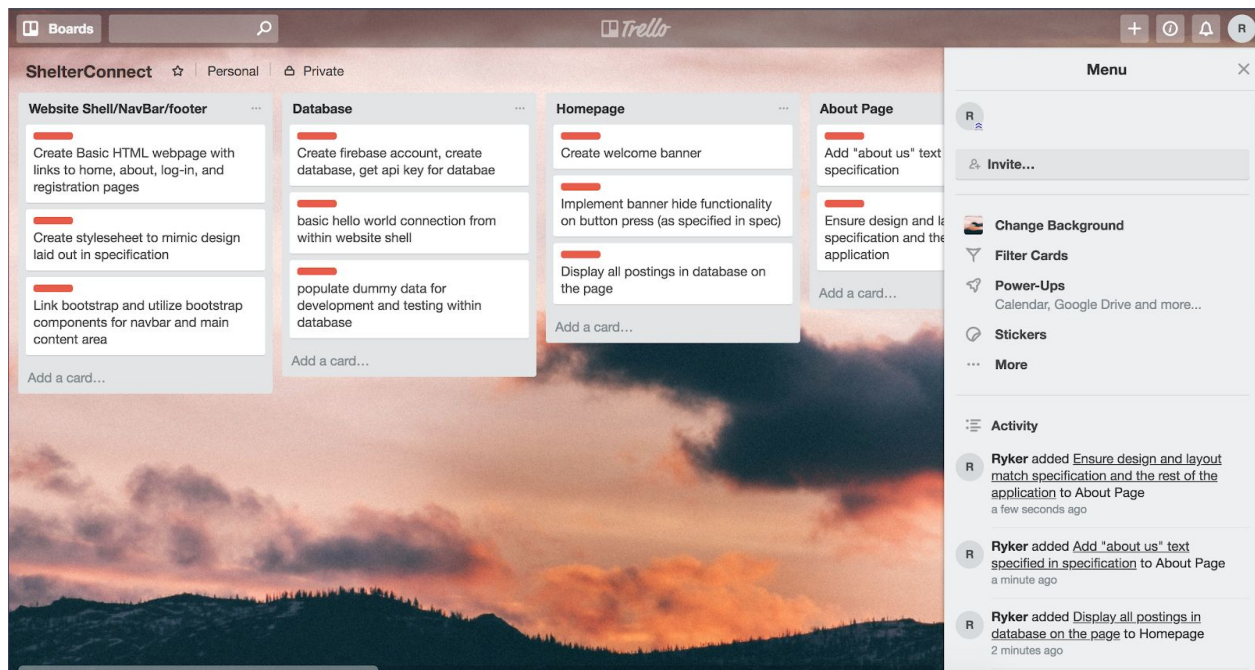
* Sprint Tasks to be finalized by May 6th.

What practices will you follow to improve your process if it's not working?

We will have a meeting to discuss what has been working for us and what has not. We will come to an agreement as a group to fine tune the process before involving

a third-party, our TA, or Instructor. Meeting structure and length may be subject to change if we agree that they are not productive, in terms of frequency, duration, and content. We agree as a group to remain agile and open-minded when it comes to process over the next month. We will pursue efficiency and productivity wherever we can. For example, our group does not have a dedicated designer, so if we find ourselves lacking clarity and cohesiveness in our application's design, we may take some time to agree upon changes to the design as a group and subsequently crash the remaining schedule in order to compensate.