Project activities

Preparation Phase

1. Setting up a Project Plan
   1. Hold Group Meetings

* The group leader will book a room to conduct group meeting.
* Have a session of brainstorming to come up with the questions to ask the client about the project plan.
* The secretaries (solomon & Nish) will take notes about the discussion.
* The notes will be presented to the group leader.
* The Team members will all agree on the questions.
* Close the group session.

1.2 Conduct interviews (with the client)

* The group leader will book a room to conduct an interview with the client.
* Invite the client over to the room.
* Ask the Client the questions that was discussed in the group meeting concerning how to come up with the project plan.
* The Secretaries (Solomon & Nish) will take notes of what is discussed in the meeting.
* Close the meeting session.

1.3 Plan the project plan

* Hold group meetings to discuss about the project plan.
* The Secretaries will take notes.
* The Team members will pick the task they which to carry out for the project.
* The date to hand in the assignments will be agreed upon.
* Close group meeting session.

1.4 Carry Out Research (working on the project task).

The Team members starts working on their projects task;

* Get the books from the library needed to work on the project plan
* Hold discussion with past student and expert that have knowledge about a project plan.
* Use the internet and all other resources needed for finishing your project tasks.
  1. Handing in the project tasks
* The team members will hand in their project tasks to the group leader.
* The assignments will be collected by the group leader.
  1. Submitting the project plan
* The project plan will be put together by the group leader.
* The project plan will be agreed upon by the team members.
* The group leader will hand in the final project plan to the client.

1. Drafting the website
   1. Installing software’s needed

* Installing software like photoshop. Photoshop is a software for resizing and saving images for the web.
* Installing code editors, this is needed to design the website like Sublime Text and Netbeans.
* Installing a web server like Xampp.
  1. Creating a structure for the website;
* Hold meetings of brainstorming to talk about the structure of the website.
* Each team members will create individual draft for the website using the software mentioned above.
* The drafts will be submitted to the group leader.
* The group leader will present the drafts to the client.
* The client will decide on the draft he likes.

Execution Phase

1. Creating a website;

* Hold meetings of brainstorming to talk about the website.
* //The amount of work that needs to be done for creating the website will be calculated and divided evenly amongst ourselves or rather shared in groups of four or three.
* Organize the content for the website like the images and logos that are going to be used in the website.
* Start creating the website with PHP, (X)HTML and CSS.
* Meeting up with the client to discuss our progress and get details of the content of the website.
* Feedback from the client.

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1. Testing the website;

* Do a multiple screen size check on devices like Android phones, Tablets and Computers. i.e. checking if the website is responsive.
* Test the website speed.
* Check if all images and links are working perfectly.

1. Present the website;

* Give a presentation on the website to the client.

1. Hosting the website;

* Choose a web hosting company.
* Decide on the domain name.
* Pay for the domain name.

Aftercare Phase

1. Maintenance

* Update and improving the content of the website when necessary.
* Delete irrelevant information on the content of the website.
* Regular website backups.

1. Managing

* Organizing the daily and weekly affairs of the website.

1. Updating the Project plan

* Checking if we are following the project plan.
* Amending the project plan when necessary.

1. Final Analysis

* Meet and discuss with the client if we reached the goal.

Glossary

Xampp: Stands for cross-platform (X), Apache (A), MariaDB (M), Php and Perl. Xampp is a web server. It simply helps in testing the website locally.

Sublime Text: is a text editor for code. It supports PHP, (X)HTML and CSS which is used to create web pages same as Netbeans.

PHP: Stand for Hypertext Preprocessor is use for developing web applications. Php can generate dynamic page content, it can create, open, read and modify files on the server.

(X)HTML: Stands for Hypertext Markup language. It is use for creating web page.

CSS: Stands for Cascading style sheets. It is use for styling the web page. Like adding colors, styles and fonts.