

SENG3011(22T1) Deliverable 1

Management Information

Group - 1 Group 2 Group 3 Group 4

Joel Ivory (z5162834)
Hoshang Mehta (z5255679)
Lachlan Sutton (z5308261)
Jiaqi Zhu (z5261703)
William Wan (z5311691)

Table of contents

Team roles and responsibilities	3
Team Communication	4
Within Team	4
With Mentor	6
Codebase Management	6

Team roles and responsibilities

Based on each of our team members' availability and experience level, we created the following table to illustrate the amount of work that each person is willing to take on for each section with different shades of blue (deeper blue = more focus/more responsibility on that part).

For agile roles, we decided to have one project manager to provide clear direction to the goals of the project and two scrum masters to facilitate meetings and organise responsibilities (both indicated in green). Everyone will be in the development team but with different primary tasks and focuses. In this sense, team members can work across different sections and components at any stage to maximise the team functionality and efficiency.

For reports and documentation writing, we will distribute different sections to each team member for each deliverable, making sure everyone completes approximately the same amount of work.

Figure 1. Team Role Allocation

Role	Hoshang	Jiaqi	Joel	Lachlan	William
Practical Roles					
Backend & API (Python, Django)					
Database (CSV)					
Frontend & UI/UX (React)					
Deployment (AWS)					
PM tools (Jira, Confluence)					
Reports & Documentation Writing					

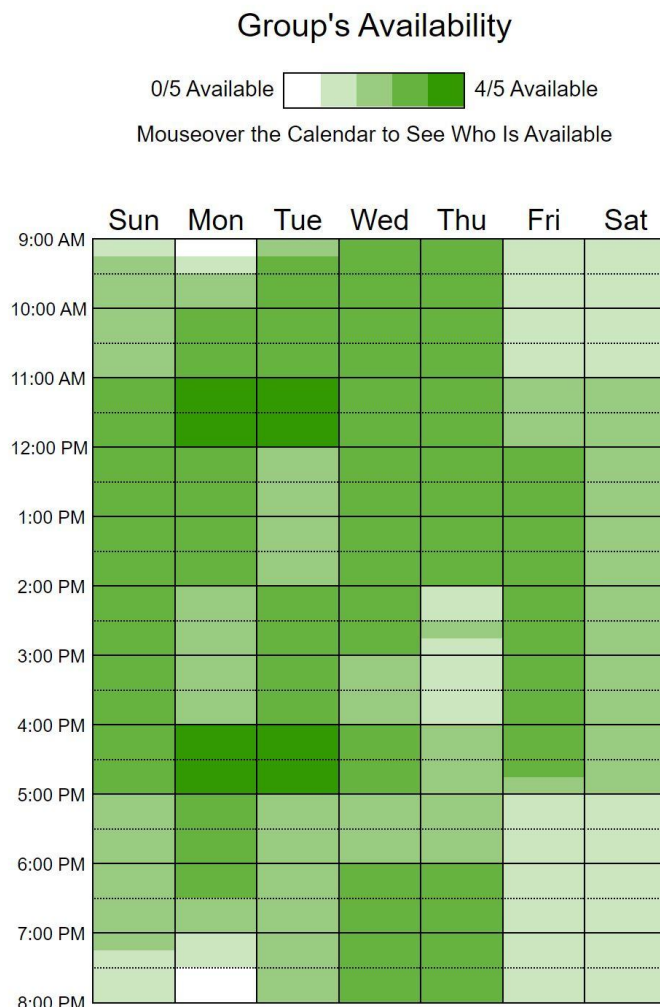
Role	Hoshang	Jiaqi	Joel	Lachlan	William
Agile Roles					
Development Teams <i>Codes the code</i>	Backend API Frontend	Backend API Frontend	Backend API Web Scraper Database Deployment	Backend API Web Scraper Database Deployment	Backend API Web Scraper Database Deployment
Scrum Master <i>Facilitates meetings and organises responsibilities</i>					
Project Manager <i>Provides clear direction to the goals of the project</i>					

Team Communication

Within Team

Our team uses Messenger as the primary tool of messaging for efficient communication. Additionally, we use Discord for online meetings because of its convenience over the other mainstream online meeting tools and powerful functionality in voice channels, video calls, texting, screen sharing, file sharing etc. For example, two small meetings (of 2-3 ppl) can happen at the same time on the same Discord server but in different voice channels. Teammates can do pair programming by screen share on Discord as well.

Figure 2. Group Availability



Based on the when2meet results shown above, the weekly team meeting time is set to be **4-5pm every Tuesday** afternoon when everyone's free.

Before the meeting starts, scrum master will confirm the meeting time and platform (Discord by default) with the team and create the meeting agenda. A link to the Google doc which contains the meeting agenda and minutes will be sent in the Messenger group chat (or Discord channel). Team members are asked to contribute to the agenda items, complete action items listed in the last meeting, and prepare to do stand-up.

During the meeting, we will start with stand-up, where everyone will talk about what they have done since the last meeting and if they have any questions. We will have a volunteer to take the meeting minutes; if there's no volunteer, scrum master will take the minutes. The scrum master will make sure most of the agenda items are mentioned and discussed before the meeting ends, list the action items, and assign action items to team members. Team members are allowed to leave the meeting early if they have other commitments.

Figure 3. Example of Meeting Agenda/Minutes

Group Meeting Agenda/Minutes

Date/time: 25/02/2022 4:30pm-5:50pm

Platform: Discord

Note taker: Joel

Preparation before meeting

1. Read through all resources provided -> ~~pick a website that you think is easy for data extraction~~ Nikhil already picked for us.
2. Have access to the GitHub repo

Agenda

1. Set up meeting days and times
2. Roles and work plan
3. Decide on which website to use as data source
4. Brainstorm
5. Tech stack? (programming languages etc)

Minutes

After the meeting, scrum master will pass the meeting minutes to whoever missed or left the meeting early and update the task board based on team progress.

With Mentor

We set up a weekly meeting time (**Wednesday 5:30pm**) with our mentor on Teams. We will mainly communicate with our mentor on the Teams channel or via email. Usually team members will prepare their own questions before the mentoring session starts.

Codebase Management

Our team uses GitHub for managing the codebase. To ensure a smooth operation of our codebase, we will use issue-identification tags in our commits, write good commits and use an automated testing pipeline (e.g. GitHub actions) to test our code before any merges into master take place.