

# Module 2- Project Kick Off

Pollux Group

## Team Details

- **Team Name:** Pollux
- **Members and Roles:**
  - Leadership / Management: Justin Phillips
  - User Research and Communication: Kevin Neiger, Lawrence Yeh
  - Writing / Deliverables: Chris Mosier
  - Visual Design / UX Design: Caitlyn Jameson

## Project Description

Moving On is a cloud-based application/website to help facilitate the sale and gifting of one's belongings in preparation of moving to a new living space. The website will allow users to list their belongings they need to get rid of, and other users can schedule a time to pick up and purchase those belongings.

A major difference between Moving On and other classifieds sites like Craigslist is the focus on posting something for sale that will not be available until around the time the owner is moved out. It would also make it easy for a user to browse all the posts created by the same seller, so one person could help offload multiple belongings at one time. This will require several pages including a page for registering an account, signing in, browsing posts, looking at individual posts, and creating new posts.

## Communication and Collaboration

We met as a team to discuss best practices from our experiences on other OSU teams. We selected our tech platforms for communication and collaboration as well as set team norms for expected behaviors to support the success of the team.

### Communicate and Collaborate Platforms

- Microsoft Teams Channel - platform for written communication with each other. This will be the central place for team communication.
- Microsoft Teams - video conference for meetings

### Weekly Meeting

- Weekly mtg - Sunday 6:30-8pm pacific.
- We'll meet via Teams video/audio chat

### Shared Workspace

- Google Drive Team Folder - shared workspace for all documents and meeting notes. The reports and assignments will be stored in this folder for team members to collaborate on.

#### Team Norms

- Team will assign tasks on Sundays for the upcoming week.
- Team members are expected to complete their assigned tasks by 5pm on the next Sunday so that it can be reviewed by the team ahead of the weekly meeting.
  - If work cannot be completed, the person is expected to let the team know ahead of time and the group can divide up the work.
- Team members are expected to check Teams once a day so that we can respond within 24 hours to each other.