Programming AT1.5

30003389 – Kyer Potts

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# Task Resources

### 1.1: User Requirements Meeting

Office space to accommodate up to four people

Basic office equipment; pens, meeting recorder etc.

### 1.2: SRS Document Draft

Office space

Computers

Desks

Office Chairs

Basic office equipment

### 1.3: Draft UI Design

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### 1.4: Email Draft to Client for Comment

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Basic office equipment

### 7: Deliver to Client for Signoff

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.

# Preliminary Client Meeting Agenda

Location: Meeting Room 3

Date: 20/05/19

Time: 09:00

Attendees: Jonathon Stafford (UI Designer), Kyer Potts (Project Lead), Mark Wahlberg (Client)

### Introduction

Introduction of the Project Lead and UI Designer to the client, brief outline of the project

### Overall Description and Scope

* 1. Problem Statement
  2. Define Purpose of Software
  3. Definitions and Acronyms
  4. Discuss Intended Use
  5. Discuss User Needs

### Define Application Requirements

* 1. System Features and Requirements
     1. Functional Requirements
     2. UI Requirements
     3. Application Features
     4. Nonfunctional Requirements
  2. Assumptions and Dependencies
  3. Constraints

1. Adjournment

Kyer Potts adjourned the meeting at 1200.

Minutes submitted by: Meghan Batty

Minutes approved by: Kyer Potts

# End of Week Team Meeting

Location: Meeting Room 2

Date: 24/05/19

Time: 1700

Attendees: Kyer Potts (Project Lead), Jonathon Stafford (UI Designer), Elizabeth Chu (Web Designer and Technical Writer), Charles Beckett (Programmer)

## Agenda Items

### Project Progress

* 1. Technical Documentation
  2. User Interface
  3. Programming

### Current Issues

* 1. Production
  2. Bottlenecks
  3. Bug Reports

### Upcoming Issues

* 1. Architecture deficiencies
  2. Scope creep
  3. Gold plating

### Adjournment

Kyer Potts adjourned the meeting at 1800.

Minutes submitted by: Meghan Batty

Minutes approved by: Kyer Potts

# Scenario Two

### Extension of Delivery Date

As the client has given the project three weeks (15 days) to be completed and only 13 days have been used before delivery and handover to the client, extending the delivery date by several days could be a viable option to handle the overflow of workload. Charles will be able to return to work on 29th of May, and only minor scheduling arrangements will be needed to accommodate his illness if used in conjunction with weekend overtime. However, due to the high-profile nature of our client, and his enthusiasm shown for the early delivery date of 5th of June 2019, this option may be detrimental to future operations of the company, and alternative solutions are best sought.

### Overtime during Weekend

Charles Beckett has stated that he will be available to work on the weekend beginning 1st of June to complete any necessary code that ahs been missed due to his illness. This solution however raises several issues.

1. General company policy is to reduce time waste as much as possible, and overtime is only to be used in cases where extreme crunch is necessary due to major unforeseen circumstances. Overtime is costly, and often less effective than alternative options due to employee fatigue.
2. This option will only provide two additional days of coding time and will not be able to recover the total four days lost. Additional scheduling options will be required, and the delivery date may need to be extended to accommodate for the lost time. This will all incur large costs to the company in form of mandatory overtime penalties and extended working time and therefor should only be considered a last resort solution.

### Hire Contractor

Organising for a contractor to cover any additional work incurred from lost days due to illness would be the most viable option. The delivery date will not need to be extended, and this will maintain relationship strength between the company and this high-profile client, it will not incur a great additional cost as overtime and extended work hours would, as contractors due not incur overtime penalty rates or accrue sick leave/holiday time. The price can be negotiated fairly at the same rate as Charles Becketts hourly salary. Some handover will be required; however, this will be minimal as only several days of coding has been completed by Charles before his illness.

Hiring contractors also offers small ancillary benefits, in the form of extended networking opportunities and the skillset expansion that often comes with small teams working with new staff, as well as a possible tried and tested new hire if the company decides it wants to expand post project.