

Handover Checklist and Sign Off:

FIT5120 Handover Package:

We TP31 (Sanchita Reddy, Jiaqi Zhang , Mingrui Ma, Angad Viridi, **Chuanqing Sun**) acknowledge that we have provided all the handover documents to the studio mentors **Omid Pazokian** and **Alex Shao** as mentioned below.

Google drive link: https://drive.google.com/drive/folders/1UWFGDeH9Unq_uTVkzaGYI7iYE01IIJvT

Folder structure:

1. Monash University Use:

1.1. Project Proposal

- 1.1.1. Lotus Blossom
- 1.1.2. Industry Mentor Pitch
- 1.1.3. Customer Journey Map
- 1.1.4. Empathy Map
- 1.1.5. Persona
- 1.1.6. Prototype
- 1.1.7. Sitemap
- 1.1.8. Ethic Canvas
- 1.1.9. System Architecture Diagrams
- 1.1.10. Other Project supporting documents

1.2. Iterations Folder

1.2.1. Iteration 1

- 1.2.1.1. Presentation
- 1.2.1.2. Iteration Analysis & Design Report
- 1.2.1.3. Data Management Plan
- 1.2.1.4. Agenda, Minutes and Reflection
- 1.2.1.5. Usability Video
- 1.2.1.6. Retrospectives
- 1.2.1.7. Iteration Project supporting documents

1.2.2. Iteration 2

- 1.2.2.1. Presentation
- 1.2.2.2. Iteration Analysis & Design Report
- 1.2.2.3. Data Management Plan
- 1.2.2.4. Agenda, Minutes and Reflection
- 1.2.2.5. Usability Video
- 1.2.2.6. Retrospectives
- 1.2.2.7. Iteration Project supporting documents

1.2.3. Iteration 3

- 1.2.3.1. Presentation
- 1.2.3.2. Iteration Analysis & Design Report
- 1.2.3.3. Data Management Plan
- 1.2.3.4. Agenda, Minutes and Reflection
- 1.2.3.5. Usability Video
- 1.2.3.6. Retrospectives

- Iteration Project supporting documents
 - Other Documents
 - Code and Database folder
 - SQL script for database
 - Final Data Management Plan
 - Project Support folder
 - Product video
 - Expo content
 - Team Information
 - Security Folder
 - Security Plan
- Handover Documents
 - Documentation
 - Product Document
 - Support Document
 - Maintenance Document
 - Code
 - Backup file