Project Management Tool
"Which software product will you use to plan and track the progress of your project? Create a project in the tool you pick. (Popular tools are Trello and Zoho.) Using this tool, capture the requirements for your project. Requirements must include critical features including user requirements and functional requirements. You can create two separate lists for each of these requirements or combine them into one titled as Product Backlog. Discuss and document a project plan for your project. Project plan includes details such as the number of sprints you require to finish the project and tasks (feature development) planned for each sprint."
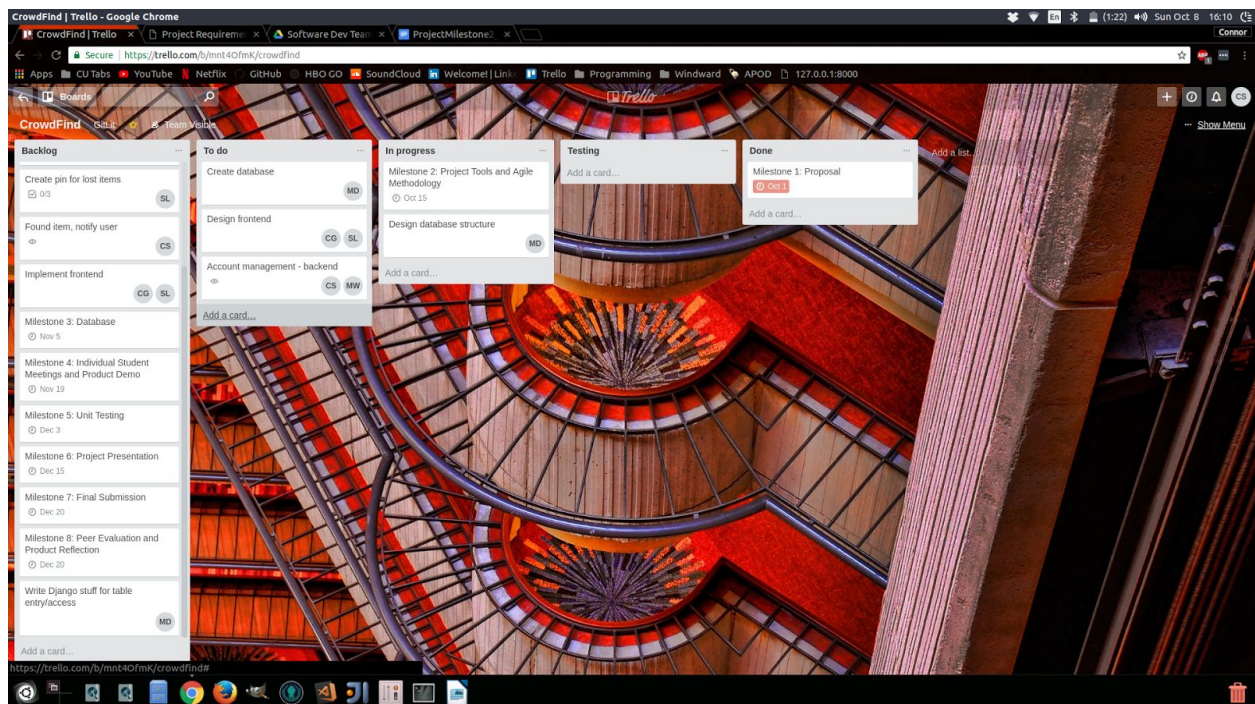
We will be using Trello to manage our tasks (user stories) and their states. User stories in the backlog are not in the current sprint. User stories in To Do, In Progress, and Testing are in the current sprint. User stories in Done are completed.

Project Plan
Sprint length: 3 weeks
Sprints required: 3
Tasks are on our Trello board:

When someone begins working on a task they move it from To Do to In Progress and assign it to themselves. Upon completing a feature it is moved to testing. After tests have been written and passed, the feature moves to Done. If a bug is found during testing, the bug is added to the feature description and it is moved back to To Do. If a bug is discovered after a feature has passed testing, a new user story will be created for the bug.

Plan Cycle within the Project Management Method

"Create a three-week sprint or waterfall cycle in your project management tool. Create tasks for the feature development planned in this sprint. Discuss with your team and take ownership of the tasks and have due dates assigned for each of these tasks in the sprint. Initially all these tasks will be in the ToDo list and eventually when the owners pick up a task and start working, then the task should be moved by the owner to InProgress list and once the task is completed, it should be moved to the Done list in your project management tool like Trello."

Agile Methodology
"Following agile, conduct a five-minute agile standup meeting where everyone stands in a circle and each team member talks for one minute about what he/she has been working on, what he/she will work on and are there any challenges he/she is facing. Following agile, conduct a sprint retrospective meeting, where the entire team discusses about the happenings of the sprint - what went well, what didn't go well, what should be improved upon in the next sprint."

We had our first standup meeting. We talked about what we worked on, what we are going to work on, and any blocks that we are currently encountering. It was a smooth process and helped us communicate as a team. During our retrospective meeting we reflected on the first milestone and the progress for the second milestone. We thought our methodology was working well and did not need improvement at that time.