

Meeting Zone

Team

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- Ecem YENİTÜRK - 170706024
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Week 2: Review

Week 02 Tasks

Team Member	Mustafa	Furkan Damla	Ecem Kutay	Mert	Alaz	Rabia
Tasks	Project Estimation - Scheduling (2 Hours)	Risk Plan (4 Hours)	Stakeholders (4 Hours)	Vision Statement (1 Hour)	Features that will not be developed (1 Hour)	Statement of Work (2 Hours)

- **Project Estimation - Scheduling:** Estimation of the size of the project is the crucial part in Software Project Management. It helps the project manager to further predict the effort that will be put in as the project progresses.
- **Risk Plan:** Evaluation of the risks that the project may encounter and what kind of solutions we can be investigated. The possibilities will be analyzed deeply. In this way, our plan will be ready when we encounter negativities.
- **Stakeholders:** Determining all the needs of the Stakeholders so the project will have all the necessary functionalities.
- **Vision Statement:** A vision statement describes what a company desires to achieve in the long run, generally in a time frame.

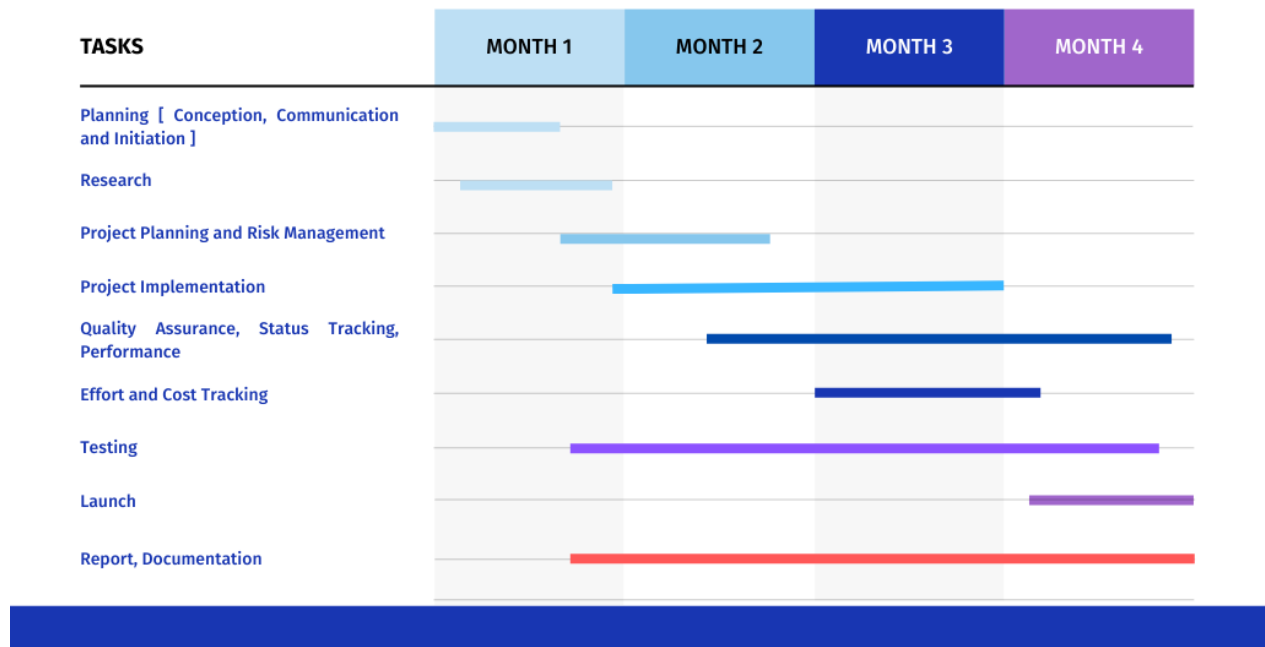
- **Features that will not be developed:** Give brief explanations of the features that will not be developed because preventing us to changing all system or hard to implement.
- **Statement of Work:** List the features that will be developed and how we implement them. Describe each intermediate deliverable or work product. Also, tell the estimated time and effort for each work product.

Project Estimation - Scheduling



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Risk Plan

Problems that may occur during the project are called risks. Risk is not a problem. It is the factor that causes the problem to occur. It is necessary to evaluate these risks one by one in order to increase the success of the project and to complete it. Risk assessment starts at the beginning of the project and takes place throughout the project. While some commonly known risks are easily recognized, others may require additional research to be discovered. Planning risk response includes three main concepts: eliminating risk and lowering both the impact of the risk on the project as well as the risk occurrence.



In order to manage this process correctly, first of all, risks should be determined. As a second step, these risks should be classified according to their importance. Measures should be developed for these risks and a plan should be created. At the last stage, all risks should be checked again with the general assessment. As a result of the brainstorming between us as project developers, we categorized the risks as follows.

Risk Plan for Project: Video Conference Application

Risk	Prob	Impact	Priority	Actions
The customer may ask us to add new features that will require us to change the system.	1	4	3	According to the desired feature, backend (Mustafa, Furkan, Rabia) or frontend developers (Damla, Ecem, Kutay, Mert, Alaz) can evaluate how editing can be done without breaking the system.

The project may not be completed on time.	8	1	5	Group leader (Mustafa) may ask the client for time to complete the project. Another option may be to redistribute group roles and focus the team on the same place.
When the project is completed, a problem may be encountered in the test part.	9	11	10	Tester (Mustafa, Furkan) analyzes the problem in detail and reports it to the group. A re-plan is made according to whether there is a problem that can be fixed.
The final product may not reach the desired qualification.	5	2	15	None
Lack of staff while carrying out the project	6	8	7	Avoiding the risks that may arise by making changes in the project plan.
One of the developers on the team can leave during the project.	2	4	3	None

Stakeholders

Primary Stakeholder:

Teachers:

Teachers/Lecturers are going to use this software to give lectures. So, they want our software to have these features:

- **Webcam/Microphone** to communicate easily with their students
- **Screen Sharing** so the teachers can show their students the lecture scripts.
- **Document Sharing** to share the documents/scripts/homeworks with their students so they can download them
- **Attendance Controller** so they can easily control after/while the lecture which students did not come to the lecture

Students:

Students are going to use this software to take lectures. These are the features they want to have:

- **Webcam/Microphone** to communicate easily with each other
- **Text Channel** so they can chat with the teacher or with schoolmates
- **Document Sharing** to send their homeworks
- **Recording** so they can record the lecture and watch it later again

Employers:

Employers are going to use this software to have meetings with their employers. They would like our program to have these features:

- **Webcam/Microphone** to communicate easily with each other
- **Screen Sharing** so they can show their employers documents.
- **Document Sharing** to share documents with their employers

Employees:

Employees are going to use this software to have meetings with their employers or/and colleagues. They want our software to have these features:

- **Webcam/Microphone** to communicate easily with each other
- **Screen Sharing** so they can show each other what they have done.
- **Document Sharing** to share documents with their colleagues

Clients:

Clients are going to use this software to chat with their family and friends. They would like to have these features in our software:

- **Webcam/Microphone** to communicate with each other
- **Filters/Background Image** to change the Background of them while they use their webcam. Or to put filters on themselves.

Screen Sharing to show their friends or family videos/pictures they have on their Computer/Phone

Vision Statement

In the changing and developing world, we aim to communicate with each other much more easily by using the latest technologies and constantly improving our software with our talented software team.

We are planning to achieve the following in 4 months:

- Customize the UI (User Interface)
- Improve the UX (User Experience)

Features That Will Not Be Developed

1. Multiuser system. (School – work – personal) :In the project , system can not be use personal and system can only use if the authorized person allow or create the room for the meeting. So that, this feature will not be develop.
2. Status of users: In our project, status of users will not be develop like the users can not see online or offline status. In the project the users only can see the online status when they log in to the system.
3. File systems (Like MS Teams): In this project, there will be no file system and users can not be share or storage any kind of file.

Statement of Work

In the meetings we held this week, we wanted the open source codes of the project we will develop to be run individually. We envisioned having a few ideas on how we could develop this project. After the general exchange of ideas, we created certain articles about what changes can be made. Here's what we did this week.

1. Everyone will install the application from GitHub and run the program.
2. Estimation time for each job will be decided by our group leader.
3. Everyone will have the code.
4. User Interface will be developed according to customer's requirements.
5. Mute features will be added by backend developers.
6. Camera switching options will be added.
7. Personal profile pages will be added.