

***FIT 2101***

***Assignment 1 Project Inception***

***Group A1***

***Project Plan***

<b>Team Member</b>	<b>Name &amp; Student ID</b>	<b>Email</b>
1	Chang Lick Yan ( 30247616 )	lcha0048@student.monash.edu
2	Abdul Khaliq Abdul Ghafor Omar ( 31304796 )	aabd0057@student.monash.edu
3	Amarathunga Nimlaka ( 31073484 )	anim0003@student.monash.edu
4	Jonathan Yip ( 30722055)	mtah0005@student.monash.edu
5	Yew Jie Yi ( 30722020 )	jyew0001@student.monash.edu
6	Mohammad Bin Tahir (30952832 )	mtah0005@student.monash.edu

### Roles and Responsibilities:

Team member name	Role	Responsibilities
Chang Lick Yan	Scrum Master	Manage overall team progress and set goals on what to achieve
Abdul Khaliq Abdul Ghafor Omar	Product Owner	Manage client negotiation and convey instructions to the team.
Amarathunga Nimlaka	Developer - Tester	Prepare test cases for different sections and levels of the code to test the robustness of the program.
Jonathan Yip	Developer - programmer	Help program the software's framework
Yew Jie Yi	Developer- UX specialist	In charge of the product user interface design
Mohammad Tahir	Developer - UX specialist	Create user-friendly interfaces that enable users to understand how to use complex technical products.

### Project Vision:

We envision building a portable MVC system architecture to allow any registered users to see a graphical representation of the data that they pass into the system.

### Explanation on the Process Model:

A sprint planning will be performed during our first meeting in order to decide on the length of the sprint and to develop a sprint backlog from the product backlog. The amount of time we have is extremely limited, hence the length of our sprint is usually 1 week which is from the start of the week until the weekly Scrum. Instead of a daily scrum, a weekly scrum is deemed to be more suitable for this project. The team will organize a weekly Scrum each Sunday and perform a Scrum meeting. The duration may vary from 30 minutes to 1 hour depending on the amount of problems or complications faced by the members in that week. The purpose of this weekly Scrum is to keep everyone on the team to be on the same page and aligned with the sprint goal. Moreover, at the end of the meeting, a plan for the following week should be developed and all of the problems should be solved or should have an idea to solve. The members will also have a chance to voice out any concerns they have with the sprint goals during the scrum meeting. Finally, at the end of the sprint, our team will carry out a sprint review in which all of the team members will showcase the backlog items that are now "Done" to the stakeholders for an informative feedback that will be decided to be released or to be improved. Following that the team will gather for a sprint retrospective where the team will document about what worked well and what did not work in a sprint in order for further improvements in the next sprint.

### **Team's Definition of Done:**

- Feature is accepted by client and stakeholders
- Code is peer reviewed
- Code is checked-in
- Code passes test cases
- Non- functional requirements passed
- Functional requirements passed
- Documentation of code upon pass
- No known defects

### **Time and Tasks Management**

#### **Tasks:**

The tasks were allocated based on each member's strengths and weaknesses. By assigning a member with the correct specialty, the amount of time needed to complete a certain task will be reduced significantly. After a member of the team finished his own part of the task, he will be able to help the other members with their tasks. In order to keep track of the progress of the project, our team will be using the GitLab history feature which provides us with an idea of all the recent changes and updates of the project. The products backlogs will be stored in the Google Drive and managed using Trello. During our sprint planning, the team will pick specific requirements from the product backlog and place it in the Trello board for the Sprint Backlog in order to have a clear view of what the current tasks are.

#### **Time:**

During each Sprint, our team will be using the trello's time keeping feature to set a feasible deadline for each of the requirements in the Sprint backlog to keep track of the time for each feature while a common Google calendar will be shared among all team members to track the time spent on the progress. This will allow the group to view when each other plans on doing work as well as for how long.

#### **Policies:**

- Every member must complete their sprint backlog by the end of each sprint and explain during our weekly scrum what they had done throughout the week.
- During scrum meetings, our group discusses what issues they might encounter during the sprint, what issues if any they are having and lastly will pick what features they plan on finishing in the week. If any issues occur during our sprint, members will notify and ask assistance from other members through whatsapp.