

Appendix I

Section: 4 Team: 5 Date: April 18, 2022

Number of students present: 5

1. UI and functionality feedback: P1 functions only

- Comments from Professor:
 - How can I add my friends to share our today list ?
 - Can I share the entire todo list or just certain tasks with my friends
 - Keep some to do lists private?
 - Working on deadlines
 - Dashboard for completed tasks
 - How are the tasks related with the to-do list?
 - Connect todo list with the timer by incorporating the todo item with it.

2. List of P1 features committed for delivery – write down the items before the demo and verbally explain it during the meeting if time is allowed

- a. **Sign up/login:** Users can create an account with a valid email and login
- b. **Creating and removing tasks or to-do lists:** Users can add tasks that they need to complete (including adding a deadline and priority), and can optionally create a new to-do list to organize tasks, and mark these tasks as complete.
- c. **Adding people to a to-do list:** Users can add other users to a to-do list in order to share tasks that both users need to complete
- d. **Work Timer:** Users can work efficiently by using a work and break timer to take proper breaks throughout their working/studying intervals
- e. **Due dates:** Users have the option to see upcoming tasks that are due in a separate list (Upcoming Tabs)

3. Project status – write down items before the demo and verbally explain it during the meeting if time is allowed

- a. **Teamwork: is the team working out? Any related issues?**
 - i. 5 out of 6 team members are able to participate in our two meetings per week. One team member has not been able to complete their assigned tasks on time. Due to this, we've divided the tasks among our group to complete each milestone on time.
- b. **Key risks for our project:**

- i. Teamwork risks: Member being unresponsive
 - 1. Mitigation Plan:
 - a. Attempt to communicate with unresponsive member to understand problems on their end.
 - b. If there is no reply within one day, immediately assign and divide team member's tasks to the rest of the team.
 - c. If no reply persists, contact the professor to intervene and discuss necessary actions. Team will continue to work on tasks necessary for each milestone.
 - i. If member shows up, reassign and divide tasks and update member with progress on project