

# **Method Selection and Planning**

Team Name: Team IV

Cohort 1, Team 3

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## Methodology Chosen

The team collectively decided to apply the agile methodology. We met in-person at least once a week and set our goals for the next week each time, ensuring we would have specific milestones to prove that deliverable work had been completed. We had the opportunity to modify our approach each week to make sure we knew what was working and what needed to change, as reflected in the Gantt charts. While it was not feasible to deliver working software throughout the project to mark progress (as the agile framework suggests) for reasons such as not having the full requirements through yet or documentation blocking programming, if the definition is expanded to “work towards the module’s deliverables”, we followed this principle heavily. The team decided to implement agile like a tool rather than a doctrine; using agile as a jumping off point for a way of working that would produce a strong, self-organising team.

## Tools Used

The team used a selection of collaboration and repository tools to make sure we were all on the same page about the work that needed to be done and what had already been done. Notably, we used: Git (specifically Git, Slack, Google Drive, and Google Docs. Conscious thought was given throughout to ensure that tools we used would be contemporary with the current state of the industry.

### Git and GitHub

We decided to use the versioning software Git with a popular remote hosting flavour GitHub and, in turn, its static website hosting service GitHub Pages. Open source versioning software was chosen so that we could have a free, secure, and easy way to keep track of changes made to a large group project. This introduced a level of accountability that imbued a sense of trust in the team. Git was chosen because it is the industry standard for this problem that a majority of the group was already aware of and the remainder were willing to learn and recognised the importance of. GitHub was chosen for similar reasons; it is a free, simple to learn, industry standard. With only one member of our team setting it up, the rest could use it at their leisure. There are alternatives to these tools (GitLab being another flavour of GitHub-like service) but no others offered relevant advantages compared to GitHub.

### Slack

We decided to use Slack for our communications between meetings so that we could keep track of discussion, checking if we had absences or late-running, and to temporarily share files. One notable reason we chose Slack is because a majority of the group were already familiar with Discord, a very similar but less professional version of the same service. Another was that it is a commonly used and free to try, industry standard technology.

### Google Drive and Google Docs

We decided to use Google Drive to host relevant documents and deliverables using its shared drive function and its associated application Google Docs. This was an obvious choice because it is what many of us were intimately familiar with using it at home, in other

levels of school, and at university. Google products prioritise easy to use over many things and that suited our purposes perfectly. In addition to the ease of use Drive and Docs provides, Docs specifically tracks changes to documents so that any work done could be accounted for in the case of identifying who did what, when. Other options could have included the Uni's servers or another third-party, but were rejected out of hand due to the reasons outlined above.

## Teamwork Approach

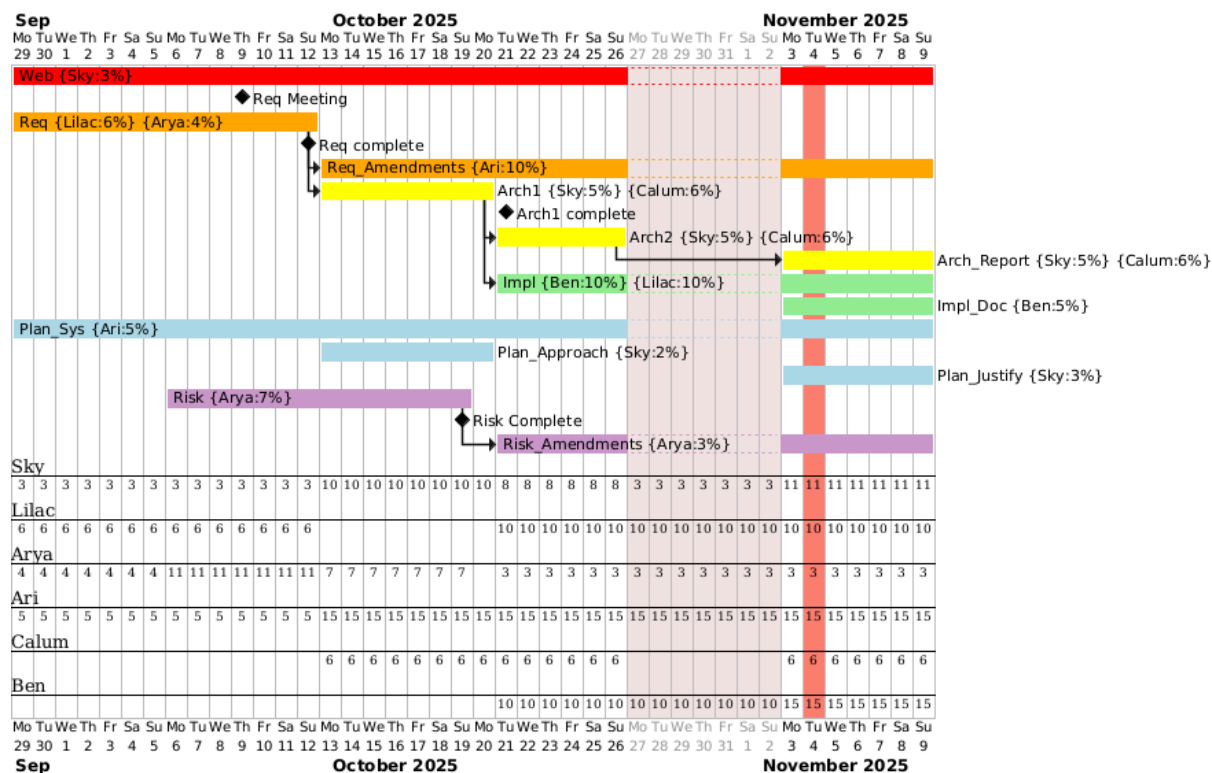
Team IV was composed of different people with different interests, strengths and weaknesses. Particularly in the first few weeks, we had a chance to assess what each person wanted to do and what work should be split between each of us to achieve our objective.

Each person was given a deliverable to focus on and, if no meaningful work could be done on an individual's topic that week, they would help someone else complete their section. The work to be completed in any particular week was decided in the meeting at the start of the week to ensure that nobody was spending a week doing absolutely nothing. This revealed the necessity for a sheet which outlined which marks in the mark scheme each person was looking to acquire for contributing their work to the project. Different people's responsibilities changed over time (as reflected in the [Gantt charts available on the website](#)) but this similar structure remained.

In the meetings themselves, team members would discuss ideas, write rough notes on a whiteboard, and actions would be drawn up in personal notes or in a Slack channel. Towards the end of the project especially, the meetings would be a time to check that everyone knew what still needed to be done and to receive feedback on write-ups, help on understanding finer details of the specification, and general encouragement all around.

When there was any disagreement in creative vision, the team would decide through healthy discussion (both in-person and online) to arrive at the conclusion that team members would be happy to work on. It was essential throughout the entire project that coming to a compromise or agreement that was practical and most people were happy with would make everything easier in the long-term.

# Systematic Plan



The final plan was as seen above. The project ran from the 29th of September to the 9th of November, with consolidation week in the penultimate calendar week of that time. The website would be worked on continuously throughout the project, including tool research, and adding weekly and final content. The requirements would be elicited during the second week (9th of October, [Week 2](#)) so the first week (starting the 29th of September, [Week 1](#)) would spent be drafting questions to ask the client and the rest of the time (starting the 12th of October, [Week 3](#)) would be spent processing that data and writing-up why we made the decisions we did based on the data we got from the meeting. Knowing the requirements of the project let work on architecture begin a week later (the week starting the 12 of October, [Week 3](#)). Knowing how we would structure our project meant implementation work and prototyping could begin a week later still (the week starting the 20th of October, [Week 4](#)). The planning stage of the process consisted of clarifying how the team would work, how we would communicate, and any write-up that needed to be done during and at the end of the project. And, finally, to make sure that the team was operating responsibly and clearly, we had a thorough risk assessment starting in the second week (starting the 6th of October, [Week 2](#)) and any amendments to the scheme made in the following weeks (but mainly after the 21st of October, [Week 4](#)). The final week (the week starting the 4th of November, [Week 5](#)) was spent tying up loose ends in all parts of the project.

As with any evolving project, there were agile changes from week to week resulting in many different Gantt charts being drafted, each available under their [respective weeks](#) (as listed above) on the [website](#).