Team\_27\_M1\_D1\_Version Control Policy

Team might also look into git for to help manage files, work and different version of documents created etc.

To Discuss: We can also use Visual studio for version control

Team\_27\_M1\_D2\_Task\_Policy

Team 27 will be using a format similar to the templates provided. Each milestone has its own Microsoft Excel document with a master milestone task log tab and weekly task log tabs corresponding to each week that milestone could possibly be worked on according to the syllabus version 19.2.0-14. Weekly milestone tasks and details will be pasted into the overall milestone tab before submission of the milestone. There may be more than one weekly timesheet for a given week if more than one milestone is being worked on at that time. Milestone tasks sheets have only been created for M1 through M4 per the instructions. Milestone task sheets have been built during this initial planning time to alleviate future work loads and ensure adherence to the task policy.

Task sheets have been saved in the Team 27 section of Canvas to ensure quick, easy access and constant visibility for all teammates.

As part of our weekly Sunday night calls, the team will review the task logs to clarify dependencies, questions, and clearly define deliverable expectations.

Teammates are encouraged to brainstorm and list task items within a given milestone. Tasks will be self-assigned and therefore a teammate can volunteer to assign themselves a task that may have been the idea of another teammate. During every Sunday night call, any tasks without assignment will be addressed. Team 27 is committed to an even distribution of tasks throughout the team.

Team 27 recognizes that external factors like jobs and families may interfere with planned task activity. If for any reason a team member will not be able to meet an assigned task by the deadline discussed and agreed upon during our Sunday night calls an email to the school email addresses and a WhatsApp text will be sent as soon as possible to the other members of the team. It is Team 27’s intent to set deadlines well in advance of a due date to ensure last minute

Team\_27\_M1\_D3\_CommunicationPolicy

Communication Policies:

Note we can also used the blackboard for discussion etc. It has some features we can investigate into.

* Skype for business: We will use Skype for business online meetings. Meeting invites are to be sent out at least 3 days prior to meeting. Each group member must accept or decline the meeting with response back to sender.
* Google Drive is another means of communication to share ideas, brainstorms on the tools to use for the communication. The drive is shared to all team members via their student email account
* Canvas Team\_27: Each member of the team will be required to upload documents to File Exchange accordingly to assign task specified in Group Task. Each team member is highly encouraged to post questions or thoughts on the Group Discussion Board which might be WhatsApp (text messaging system)
* Email: We might use two email if accessing google drive does not allow the student email. So we might used private email and student email for communication.
* The team has determined that Sunday evening will be our dedicated meeting time. We’ll meet for 1-3 hours based on the need to collaborate and review project tasks and deliverables. We will use Skype as our means of communication project meetings. If we require a face-to-face meeting we’ll try to meet on class day, however at this writing we believe that won’t be necessary. The project deliverables and need for collaboration will drive the meeting frequency.

Team\_27\_M1\_D4\_Tool Policy

Tools we are going to use:

ERD: draw.io / Visio

We will use Microsoft SQL Server 2012/2017 for most of the data and information services.

To discuss: if we are going to use Visual studio

Documentation, tracking, and reporting tool policies:

o We will only use PDF solely for reporting purposes. MS office will be used for documentation and tracking. Also, we will use Excel in Office for Pivot Table reports in M4.

Team\_27\_M1\_D5\_Team Liaison