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# Introduction and Purpose

*Provide an introduction to what the project is about, and what its purpose is. Also briefly mention what the other parts of the document will contain or discuss.*

# Summary of Project

## Assuumptions

*You should discuss briefly any assumptions that you’ve had to make to run or manage the project.*

## Client/Users

*Describe the expected target users/ audience of the app, as well as any stakeholders in this project.*

## Deliverables

*Outline what the deliverables are – i.e. what will be produced at the end of the project.*

# Scope

## Approach/Methodology

*Describe briefly how this project will be handled at a high level*

## Timelines

*Detail the milestones of the project as well as when each will be completed by. Also include dependencies of the listed tasks.*

*Describe tools and methods that will be used to manage the project schedule / timing / tasks.*

# Personnel/HR Management

*Explain how the team members are being managed; i.e. who is working on what, and what tools are used to facilitate this. Reference items from the timeline section*

## Team Members Workload

### Seii Chen:

Weather Information (layout & API)

### Riordan Alfredo:

Date Slider (layout & API)

Coordinating code management

### Liyanadewage Jayatissa Dewmith:

Map & Geo-location (layout & API)

### Kaiden Smith:

Apps interface, design, and interactivity (MDL)

# Communications management

*Describe how the communications is handled within your team.*

## Team Meetings:

Team meetings are held at regular intervals, namely on Wednesday and Saturdays. Wednesday meetings are scheduled at 9:00am-11:00am at the Engineering computer labs (Building 60, Monash Clayton Campus) and is time where team members can discuss questions and issues from the assignment face to face.

Saturday meeting is a virtual one conducted over a video call on Skype and is held weekly at 6:00pm-8:00pm. This meeting was arranged by taking into account the travel conveniences of all team members, and to ensure greater number of team attendances (free from the complication of differing university timetables).

During week 10 and 11, there are additional team gathering on Wednesday evenings. Dubbed “Knock out session”, this meeting is solely aimed to push through as many of the tasks as possible in one sitting (as a group) in order to meet and (perhaps even finish with time to spare) the allocated deadline. These session commence at 6:00pm and can go on till 9:00pm or 10:00pm depending on the urgency of the  tasks at hand and will also  be held in the Engineering computer labs.

Though timetable clashes and long distance commute are acknowledged as valid reasons for nonattendance, all team members are still strongly encourage to make it too as much of the team meetings as possible.

## Meeting Minutes:

The agenda and minutes for all meetings are scribed and outlines in Asana, for a central and easily accessible source for information.

Before the meetings, a team member ( usually the leader: Seii Chen) will endeavour to have the details needed to be covered for the meeting at hand 1-2 working days ahead of schedule. All members are encouraged to spare some time to read over and familiarize themselves with the objectives of the meetings to maximise productivity and smooth communications encountered in meetings.

As for minutes, they will be recorded and archived as a comment on the Meeting event on Asana, and is typically uploaded sometime after the meeting . This is so that we limit the number of possible locations for when the particular information to be found, and hence act as a counter measure for time wastage and loss of work. Note: The role of a minute taker may rotate between team mates from meeting to meeting.

## Handling Communication of Changes to the code:

Communications regarding the changes to the code will be mainly handled over GitHub. This is so that any changes made will be made overt and clear to other team members and if there was a mistake made on the new revision, there would be the option to revert it back to the previous version (so do not be afraid of working on the code and make attempt at your tasks!). Team members are encouraged to spare moment to add detailed description of what they’ve changed (prompted by the software) before committing it to the main version.

If a confusion still persist regarding version of the code, then our Code manager, Riordan Alfredo, will have the final say in settling any particular dispute. All progress and major changes to the code should be reported to the rest of the team casually via verbal means or chats on social networking apps to ensure all members are in the loop on the happenings of our project.

Other viable means of communications within team include; Facebook messenger, gmail and Asana. All team members are required to check these spaces daily for any updates on the progression of this assignment.

## Swapping Tasks and maintaining even workload:

If an another team member’s task is needed to be completed in order for another to begin theirs, but for some circumstantial reason, the member responsible is not able to attend to it in any acceptable amount of time, then a task swap may be conducted.  This may happen on the condition that the other team member volunteers (is willing) to take up your tasks and has offered under their own accord. In an effort to maintain a fair share of workload, the pair must decide on what future tasks the lagging member can take over from the other party and change the names of the people assigned to the tasks accordingly on Asana.