# **Team Organisation Document for Team Kaizen**

## **Members:**

2351028T Maaz Bin Tariq

2146919D Florin Danila (Casian)

2387688L Xiaoyu Lu

2147974P Luca Palkovits

2411100P Radu Petrescu

Roles and responsibilities

Maaz Bin Tariq – Java and JavaScript Developer

Florin Danila (Casian) – Java Developer and Tester

Xiaoyu Lu – Java and JavaScript Developer

Luca Palkovits – Java Developer and Tester

Radu Petrescu – Integration Developer and Database Administrator

\*Documentation is shared. Depending on how quickly some tasks are done, every member may help on different areas of the project.

## Authority

Decisions are made at meetings. Some urgent decisions may also be made on Slack. Unanimous voting is used for decision making. Every team member is committed to contributing equally – there is no hierarchical structure.

Communication

Meetings are done in the lab or in a team-member’s common room 2 to 3 times a week – Monday, Wednesday and Friday. Decisions are made at meetings and tasks are allocated there. Communication is performed mostly at the meetings and sometimes, if needed, over Slack. Open discussion and communication is mandatory for all team members. Any changes (code, documentation, etc.) and milestones must be mandatorily communicated. Communication can be performed during meeting as well as via Slack and WhatsApp.

## Information Management

Random information is kept on Google Drive in the form of general documents. Code is kept on GitHub. Information is public – all team members may access it at any time.

Tools

Languages: Java, JavaScript, SQL, HTML

IDEs: Eclipse, IntelliJ, DBeaver, WebStorm, Visual Studio Code

Messaging: Slack, WhatsApp

Version Control: Github

File Storage: Google Drive

General: Microsoft Office, other tools – as required.