SENG3011 DELIVERABLE 1

Management Information

Team Brickwalls

Mentor: Yi Zhuang

Z5205003 Allen Wu
Z5207915 Monica He
Z5207001 Vishnu Pillai
Z5228933 Kshitiz Saini
Z5190299 Sheina Edeline Tengara

Team Responsibilities:

Clear responsibilities within the team have been defined in order to minimise conflict and maximise structure in the governance of the project. The three main responsibilities that have been outlined are:
1. Backend developer
2. Frontend developer
3. Documentation lead

The below table links each team member to their primary role.

Team Member	Primary Roles
Allen Wu	Backend Developer
Vishnu Pillai	Documentation Lead
Monica He	Documentation Lead
Sheina Edeline	Frontend Developer
Kshitiz Saini	Frontend Developer

In addition to their primary role, each team member will adopt a secondary role which will require them to uptake a diverse set of responsibilities, allowing them to gain a more holistic learning experience from the project. Furthermore, working across different areas of the project will also help foster communication and collaboration among team members.

The below table links each team member to their secondary role.

Team Member	Secondary Roles
Allen Wu	Documentation Writer
Vishnu Pillai	Backend Developer
Monica He	Backend Developer
Sheina Edeline	Documentation Writer
Kshitiz Saini	Backend Developer

Work arrangements:

Firstly, the group will attend weekly mentor sessions, with the primary goal to receive feedback from the group's assigned mentor. These meetings will prove invaluable to the team, as they will help shape future progress for the project.

Secondly, additional group meetings will be held multiple times every week to discuss new ideas and provide updates on progress and complications related to the project.

More specifically, these meetings will be held via Facebook Messenger's Voice Call, and will be used to:
- Discuss tasks that have been completed during the last week or the last meeting
- Discuss with the team how to incorporate the feedback from the mentoring sessions into the overall project
- Discuss upcoming deliverables and any subsequent tasks or learnings which may be required to complete the deliverables
- Delegate tasks for future deliverables and/or any tasks that should be completed before the next weekly meeting

Upon completion of each weekly meeting, the Trello board will be updated to reflect what has been discussed whilst being further used to track progress on what tasks still need to be completed in the future.

Furthermore, other informal channels of communication such as Facebook Messenger's Group Chat feature will be regularly utilised throughout the week to clarify any questions or problems that are encountered through the course of the project.

Project Management Tools

A Trello board will be used for the duration of the project to ensure that tasks can be tracked and managed effectively and that each team member can be held accountable for their respective roles and responsibilities. Trello also provides a visual and quantitative representation of the number of tasks to be completed or have been completed by certain team members which is useful in allowing us to identify difficulties that the team may experience throughout the project. Thus, this would allow us to efficiently manage our time and to recognise when to seek help when required.
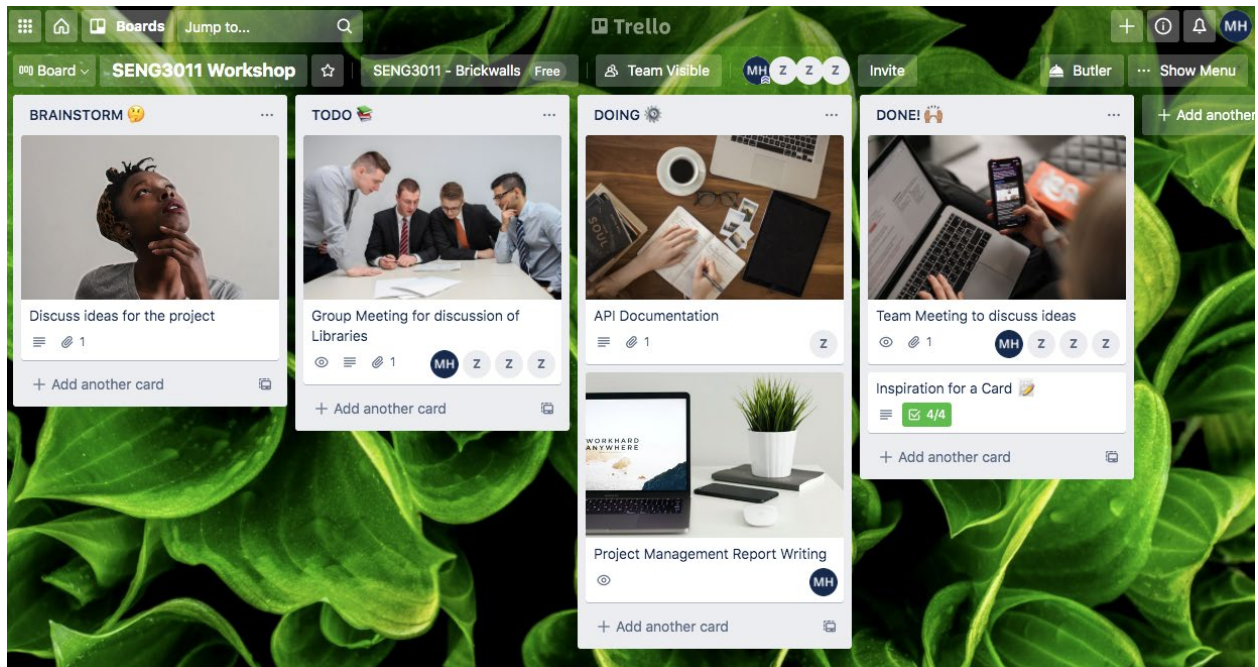
As stated prior, both Facebook Messenger's Voice Call and Facebook Messenger's Group Chat features will be used extensively to establish channels of communication between team members. This will allow our Team Manager, Allen Wu, to effectively establish an overall project development plan and communicate accordingly to the rest of the group. This will also allow for further consultation of each deliverable and its specifications between everyone in the team.