Group 3 - Final Project Launch

1.   <u>Communication Plan</u>

External Project Status Meetings:

Our regular meetings and reports and check-ins with the professor will be conducted by the Client Liaison. All status and event-driven meetings and reports may take the form of verbal, written, or comment commits through at least one of the following forms of media: in-person, Zoom, GitHub, IvyLearn Inbox (Canvas), or Kanban board (Trello).

Event Driven Meetings*:*

These meetings are expected to be conducted similarly but for the primary purposes and possibilities such as indicated hereunder throughout the project.

➢ In the event of significant issues affecting the project's timeline or product progress stagnating.
➢ Unexpected technical difficulties, such as coding or equipment failure.
➢ When new requirements are added or are changed.
➢ To evaluate, approve, or reject change requests.
➢ Or for any urgent or critical issues requiring senior leadership attention.

Regularly Scheduled Meetings:

➢ Weekly Monday/Wednesday meetings will be scheduled for a duration of about one hour following class. (If required, more time will be allotted). Regular meetings will be held online via one of the following media: Discord or Zoom, and any other as will be necessary upon the project team's agreement.
➢ The content of these meetings is expected to serve as a forum to discuss project activities, progress, and issues.

Event Driven Meetings:

➢ These are expected to occur when issues need to be discussed at greater length, regarding changing existing requirements by addition or reduction, or any other issue that needs to be addressed quickly concerning the project.

➢ Additional meetings can be and should be brought to the PM and the group's attention as soon as a serious problem arises to ensure that all stakeholders and team members are informed of changes.

Communications Policy

Regular communication channels are designated as follows:

➢ In-person at the regular meetings, Discord, Canvas-via IvyLearn Inbox, group announcements, or discussion pages.
➢ *All communications are expected to be professional, respectful, and fair-minded, devoid of politics or other discriminatory and inflammatory language.*

Conflict Resolution Policy:

Conflict between team members, should it arise, should be brought to the PM's attention as soon as possible, to ensure quick resolution. If a conflict exists with the PM, and the team member does not feel comfortable approaching the PM, another trusted team member should be approached, so that a conversation is started with the PM and the issue are resolved, equitably and as soon as possible. If the team member still does not feel as if the conflict is resolved, it should be brought to a special event-driven meeting to be resolved by a team vote.

Signed:

Jonas Treadwell   ....
                         Project Manager

Ethan Becker   ....
                         Backend Developer

Firisiya Chiomadzi   ....
                         GUI Designer/Developer

2.   <u>Project Description</u>

Client: Perk & Pour Café

Scope: The system will handle various aspects of coffee shop management company, including order, menu, and customer management classes. Every week, we will be working on the python coding for customers to be able to order their favorite customized coffee drinks enjoying a freshly brewed cup of coffee while socializing or working. Once the coding is finished, we' will optimize the code to fit with the Django framework.

Purpose: The system will streamline restaurant operations by providing tools for efficient order processing, inventory management, and customer relationship management. With this coding, the coffee shop will be able to receive orders from the customers with order details of what drinks they have ordered. The order shows the type and price of each drink and the final price with the 5% sales tax added.

3.   <u>Project Collaboration</u>

The team Project Manager created a new repository on GitHub called SDEV_220_Final_Project_Group 3 and enabled the collaboration features so that all team members can collaborate on the project.

Below is the link for our GitHub Repository.

https://github.com/steezmaker/SDEV_220_Final_Project_Group3

4.   <u>Project Management and Roles</u>

- ➢ The Project Manager created a new Trello board and added the team members to the board.
- ➢ Team member roles are designated, and workflows have been created utilizing Kanban boards to assign tasks to the team members and project leader.
- ➢ The Final Project Launch proposal contains the Trello board URL and each team member's roles and responsibilities as indicated below.

Trello Board link

https://trello.com/b/CXnZYNvo/sdev-220-final-project-group-3

a)   Project Manager: Jonas Treadwell

Responsible for overall project coordination and management.
> Facilitates communication between team members.
> Oversees the project timeline and ensures deadlines are met.
> Manages the Trello board, assigns tasks, and tracks progress.

b)   GUI Designer/Developer: Firisiya Chiomadzi

> Designs the graphical user interface for the system.
> Implements the GUI using appropriate tools and libraries in Python.
> Ensures the interface is user-friendly and visually appealing.

c)   Back-End Developer: Ethan Becker

> Implements the core functionality of the system.
> Handles the logic and processing behind the GUI.
> Works with databases, APIs, and other backend components as needed.

Considering the limited number of three in this project, we will work together as a team and rotate through these roles to ensure that every team member gains exposure to different aspects of software development and ensures a fair distribution of what needs to be done.