# Process

## Plan

### Time Plan

During the first group meetings, the group agreed that a workload of 20 hours per week, as recommended in the course, seemed appropriate. The hours would be divided into core time and flextime. In the core time, the whole group would meet, have daily stand-up meetings and develop together. As for flextime, each member could work from home or where they liked, as long as 20 hours per week per member was met. Flextime was introduced as a result of the group member’s different enrollment in different courses. Clockify would be used as a time tracker, so the group could have an overview of how the hours were spent. A distribution of how the time was spent can be seen in figure ?.

### Risk Analysis