**PLANNING PACK:**

**Work Breakdown Structure**

1. Ask-MEU Project

**1.1 Project Management**

1.1.1 Sprint Planning (8h)

1.1.2 Daily Standups (6h)

1.1.3 Sprint Reviews (4h)

1.1.4 Retrospectives (2h)

**1.2 Frontend Development**

1.2.1 UI/UX Design (12h)

1.2.2 Q&A Interface (16h)

1.2.3 Admin Panel (12h)

1.2.4 Responsive Design (8h)

**1.3 Backend Development**

1.3.1 API Structure (10h)

1.3.2 AI Integration (14h)

1.3.3 Knowledge Base System (10h)

1.3.4 Analytics Endpoint (6h)

**1.4 DevOps & Deployment**

1.4.1 Repository Setup (3h)

1.4.2 CI/CD Pipeline (8h)

1.4.3 Deployment Configuration (5h)

1.4.4 Testing & QA (8h)

**1.5 Content & Documentation**

1.5.1 Knowledge Base Creation (12h)

1.5.2 User Documentation (4h)

1.5.3 Technical Documentation (6h)

**Total Estimated Effort:** 134 hours across 3 team members over 2 weeks

**Meeting Schedule**

**Daily Standups:** 9:00 AM (15 min)

* What did you do yesterday?
* What will you do today?
* Any blockers?

**Sprint Planning:** Sprint start days, 10:00 AM (2 hours) **Sprint Review:** Sprint end days, 14:00 PM (1 hour) **Sprint Retrospective:** Sprint end days, 15:00 PM (1 hour)

**Repository & CI Setup**

* **Repo:** https://github.com/zaiidq/Ask-MEU.git
* **CI/CD:** GitHub Actions
* **Deployment:** Vercel (primary)