Project Management Approach

Task Coordination

Like most professional software teams, we will be using a project management task board to stay on track and coordinate effort.

Each task should have a clear, descriptive title along with all relevant information such as due dates, time, and place. Team members will be assigned to tasks, and tags can be used to indicate a task's progress. Our tasks will be consolidated on [Trello](#), with tasks grouped into the following lists:

Assignments

Contains all COMP 523 assignments and due dates.

Meetings

Contains all scheduled and recurring meetings with team members, mentor, and clients.

Features to Implement

Contains software features in the design phase that are planned but not yet implemented.

Features to Test

Contains software features in the testing phase that are to be tested before integration.

Features Completed

Contains software features completely implemented into the production build.

Communication

To communicate with fellow team members, we will be using a [Slack](#) workspace to stay in touch. Slack is a convenient place to exchange messages, files, and code with others. It should be the primary mode of communication among team members. The following channels are provided:

General

Can be used for general purpose communication.

Features

Can be used to plan and discuss new software features.

Bugs

Can be used to notify team members of bugs and other unintended behavior.

Important

Can be used for important communication. Team members should pay special attention to this channel.

Direct communication with another team member is also an option.