



meetMe1 Project Plan

Version 1.0

meetMe1	Version: 1.0
Project Plan	Date: 2015-10-29

Revision History

Date	Version	Description	Author
2015-10-29	0.1	Initial Draft	Joan Josep Crespí Villalonga

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1. Introduction

1.1 Purpose of this document

The purpose of this document is make a general guideline for the project meetMe1 and his development. It will show some ideas of the project, the technologies that will be used and the tools as well.

1.2 Document organization

This document will show us the steps we follow to introduce our ideas for the project.

- 1: Introduction
- 2: Description about the project and the requirements
- 3: Organization of the team. Roles.
- 4: Development process.
- 5: Deliverables
- 6: Project Plan
- 7: Project Risks

1.3 Intended Audience

The intended audience is:

- Written by the SCRUM Master with the help of the rest of the team, making sure that everyone share the same vision of the project.
- The document is written for the supervisors of the team to give them the information about the process. As well, is written for us, in the case of some doubts in the future.

1.4 Scope

What this document addresses and what does not address ...

In this document we will can see the structure of the project, as the tools which will be used, as the process used to develop it. As well, it defines the definitions, roles, and the development process.

1.5 Definitions and acronyms

1.5.1 Definitions

Keyword	Definitions
Project Customer	The customer who request the software product
Users	The users which will use the application

1.5.2 Acronyms and abbreviations

Acronym or abbreviation	Definitions
DSD	Distributed Software Development. It's the course in which this project in being developed
FER	Faculty of Electrical Engineering and Computing, Zagreb, Croatia
MDH	Mälardalen University, Västerås, Sweden
SPR	Sprint

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2. Background and Objectives

2.1 Background

In the world we are living, internet and technology has become an essential use for everybody. For this, a lot of typical and old applications joined the technology world. In terms of business, commercial working, etc. the organization of the meetings has become an important and essential part of the good working. In this field is where our project will be developed. Our intention is make an app which provide a good meeting plan for the users who will use it, having all the possible advantages for make a good meeting, considering all the facts that can intervene.

2.2 Project Goal

As is said, the project goal for this project is create a good and efficient project which allow create a meeting plan considering all the terms that can intervene. It will draw from Google Calendar and/or other widely used calendaring applications to help choose prospective meeting times. As well, the project will respect privacy and security preferences. In particularly, it should make it possible to find a meeting time in common with minimum disclosure of schedule information.

2.3 Requirements

- Integration with all main calendaring applications, in order to retrieve schedules that can be used to find the right meeting time
- Support of both web-based and email-based responses to proposed meeting times
- Support of complex attendance constrains
- Support and handling of different time zones
- The users can distinguish between preferred meeting times and possible meeting times

3. Organization

3.1 Project Group

The development team is formed by 7 members

4 from Politecnico de Milano:

- Claudio Cardinale
- Giorgo Pea
- Denis Kuryshov
- Jean Barre

3 from Mälardalen University:

- Emil Siladi
- Mihovil Vincović
- Joan Josep Crespí Villalonga

3.2 Roles

The team will use Scrum development process. Everyone will be a developer, but there also other roles to define:

- Product Owner: Claudio Cardinale
- Scrum Master: Joan Josep Crespí Villalonga

The roles may changing between the weeks.

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3.3 Customer

The customer of the project is *Mr. Michal Young*. He is from Oregon, United States. We will use skype or email to make a meeting with him. We planned make 3 meetings with him.

3.4 Supervisors

The team will have two supervisors for the project:

- Raffaella Mirandola, from Politecnico de Milano
- Omar Jaradat, from Mälardalen University

3.5 Communication

The project is developed as distributed, so the communication is essential to make a good work. For this, we will use a list of tools to make easier the communication, all of them will be done over the internet.

After the meetings, one member of the team will make a report about the minutes, and a summary about the main themes.

3.6 Tools

The team will use the following tools for communicating, sharing work, etc...

- GitHub: will be used as code repository
- Google Docs: will be used as documents repository
- Doodle: will be used for organizing meetings
- Skype: will be used for meetings and contacting
- Slack: will be used for share documents, for discuss themes, etc. The meetings will be developed there if the video call is not necessary.
- Trello: will be used for the organisation task. Which tasks are missing, the next goals etc...

3.7 Architecture

The architecture we think about the project and the programming tools will be reflected in the following image:

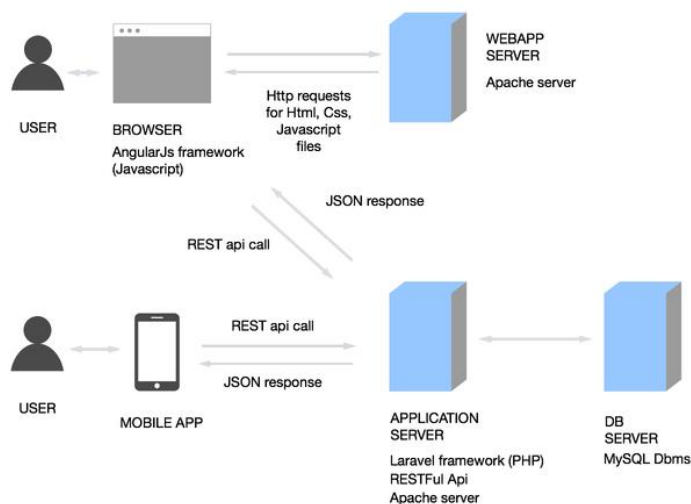


Image 1: Architecture of the Project.

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3.8 Quality assurance

The quality assurance will be provided by organizing and attending meetings. All the experiences doing the project will be documented, as the experience or steps to arrive to the final objective, even is in the sprint or not. The Scrum Master and the Product Owner will controlling the progress of the team, revising that everything is working well and doing in the provided time. Created Github repository will contain implementation files that will be accessible why team members, supervisors and customers. The project will be created with a continuous integration system, introducing the new parts in different intervals of times.

4. Development Process

The team decided that the best development process to work will be the Scrum Process. And why?

- Agile Framework for completing complex projects.
- The focus is on keeping collaboration processes *simple and organized*
- Non-fixed role assignment

4.1 Sprint Planning

The team decided to make that the sprints will be 2 weeks long. We think that 2 weeks is the ideal period. There is enough time to work and focus in the Project, and with this time we secure that we will have several meetings, which will help us to make better the work and sharing which parts are missing.

4.2 Sprint Review

After the sprint, each member of the team will show the result, to the Product Owner. He is allow to decide if some uncompleted work has to be postponed for the next sprint.

4.3 Sprint Retrospective

After the sprint review, the sprint retrospective will appear. There, each member of team has to evaluate his work, and should answer these questions:

- What went well during last Sprint and
- What can be improved in the next Sprint?

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5. Deliverables

There are some deliverables scheduled for the project::

- Project Vision presentation: A presentation of the project, showing the mainly information, tools and the architecture.
- Project Plan document (This Document): A document where is described with more details the main things, as the background of the project, the organization and the development process..
- Project Requirements and Architecture (with presentation): A document describing all the requirements the final product will need to satisfy and a general idea of its architecture
- Design Document: Document about the architecture, structure and technologies adopted for the final product.
- Alpha prototype (with presentation): A first prototype of the product
- Beta prototype (with presentation): A second prototype of the product
- Testing report: A document describing all the test the final product will need to pass to be accepted at release candidate.
- Final product (with presentation): the final form of the product

6. Project Plan

This section will show the mainly milestones, as the schedule for the sprints with their estimated ending dates.

Presentation	Date
Project Vision & Project Plan	2015-10-27
Requirements, Design, revised Project Plan	2015-11-10
Status report	2015-11-17
Milestone - Alpha prototype	2015-12-01
Milestone - Beta prototype	2015-12-15
Final project presentation	2016-01-12

Planned Scrum Sprints:

SPRINT #	START DATE	END DATE
SPR01	14/11/2015	27/11/2015
SPR02	1/12/2015	15/12/2015
SPR03	18/12/2015	08/01/2016

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7. Risks

By now, we consider as risks these two risk, and we have to handle with them:

- Privacy Issues: we could store too specific data and this data could violate the user's privacy, so we have too store general data.
For example, if we grab a schedule from google calendar, then we should store only the data about the temporal distribution of events. Nothing more. So that the privacy of the user is guaranteed
- Security Development: encryption, secure protocols. In the future we will talk and think about it with more accuracy.

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