

MeetMe Planer	Version: 2.1
Project Plan	Date: 2015-10-12

# **MeetMe Planer Project Plan**

**Version 2.1**

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## Revision History

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
2015-27-10	0.1	Initial Draft	Milica Jovanovic Francesco Giarola Danijel Sokac Joao Nadais
2015-29-10	0.2	Remake of the Background and Objectives Section	Milica Jovanovic
2015-02-11	0.3	Added Sprint schedule and added Project risks	Milica Jovanovic Armindo Carvalho
2015-02-11	1.0	Refined document	Milica Jovanovic
2015-08-11	2.0	Document revision - corrected ambiguities and give better description of the project	Milica Jovanovic Danijel Sokac
2015-10-12	2.1	Redefined sprint deadlines	Danijel Sokac

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# 1. Introduction

## 1.1 Purpose of this document

Purpose of Project Plan document is to give an overview of the development process of MeetMe Planer project, as well as to give a description of main functionalities of the software system to be, introduce the organization and phases of the development process.

## 1.2 Document Organization

Project Plan document will give a general overview of the context in which the product will be developed, giving a high level description of the main functionalities that the project will cover. In the following sections development team will be presented as well as the structure of the development process and deadlines for the deliverables.

## 1.3 Intended Audience

This document is written for keeping in cope with the decisions made by the development team, making sure that the whole team agrees on the proposed vision of the assigned project. Also the document is written so the supervisors and sponsors could be aware of the vision proposed by the development team as well as to be aware of the plan.

## 1.4 Scope

Project plan document tries to point out the general shape the final product will have and the process used to develop it. It defines all the rules, conventions, standards and guidelines that the team has decided to use and the overall organization of the team, including internal roles and development process.

## 1.5 Definitions and acronyms

### 1.5.1 Definitions

Keyword	Definitions
Project Customer	The customer who requested the software product
User	A client who provided his credential to the system and has been authenticated by the system
Visitor	A non authenticated User
Event	User created happening
Time slot	An interval of time for the proposed event, that can be free or occupied
Planner	The tentative calendar containing free time slots of the participating users for the proposed event
User private calendar	Calendar provided by an external service connected to the respective user
Attendant	A user invited to a meeting

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## 1.5.2 Acronyms and abbreviations

<b>Acronym or abbreviation</b>	<b>Definitions</b>
DSD	Distributed Software Development

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## 2. Background and Objectives

### 2.1 Background

Today's planners do not meet the needs of a user. Person willing to easily schedule an event can stump into many problems in the process of organizing a meeting. The problem can become even more complex when the number of people willing to attend the meeting grows.

The proposed timeslots can be spread over few different meeting times, because each of the attendants have their own schedules they have to cope with and they have scheduled before. Because of the many constraints force upon the other attendances it is hard to find appropriate time slot that can work out for everyone. Usually in this situation the meeting is held over email conversation, which can become quite messy.

### 2.2 Project goal

To solve these problems, we need to create a meeting planner that will manage to merge the information from all attendances calendars and manage to find a free time slot that fits everyone. MeetMe planner should be able to draw information from applications such as Google Calendars to provide enough data for finding an appropriate time slot for the meeting. And the application should be able to propose a time slot by respecting the privacy and security of the shared attendances calendars i.e. with minimum disclosure of the attendance plans.

### 2.3. Requirements

This is a short overview of the main requirements the product needs to meet. Note that a more indepth analysis of the project requirements will be provided in a separate document.

- The system should draw from Google Calendar and/or widely used calendaring applications to help choose prospective meeting times.
- The system should respect privacy and security preferences of users.
- The system should support web-based responses from prospective meeting participants, on both desktop/laptop and mobile platforms.
- The system should be able to take care of different event time zone in a strong and appropriate way.
- The system should provide guest users to register for using the planner
- The system should provide users with option to invite people to join the created event
- The system should provide users possibility to create meeting event
- The system should be able to provide to the user possibility to add an event to his personal calendar
- The system should be able to get availability information of invited users and integrate it to the calendar of the proposed event respecting users privacy

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## 3. Organization

### 3.1 Project group

The development team is composed of 7 members:

3 from *Politecnico di Milano*:

- Francesco Giarola,
- Milica Jovanovic,
- Mohamed Mehdi Kaabi

And 4 from *FER University*:

- Danijel Sokač,
- Armino Carvalho,
- Carolina Casali,
- Joao Nadais

All contact info and more insight on each team member is available on the project home page:

[http://www.fer.unizg.hr/rasip/dsd/projects/meetme\\_2](http://www.fer.unizg.hr/rasip/dsd/projects/meetme_2)

### 3.2 Roles

The team will use the Scrum development process (see section 4. Development process), the only fixed roles defined in the team are:

- *Scrum Master*, assigned to Danijel Sokač
- *Product Owner*, assigned to Carolina Casali

All other roles that may be needed will be assigned based on the tasks each member will take during the development.

### 3.3 Customer

The customer of the product is *Michal Young (University of Oregon)*, who represents one of the SCORE competition's organizers for this project.

### 3.4 Supervisors

The team will have two supervisors in this project.

- *Elisabetta Di Nitto* is the remote supervisor, following the development from Milan
- *Ivana Bosnić (FER)* is the remote supervisor, following the development from Zagreb

### 3.5 Communication

Since the project is developed in the context of the DSD course and the members of the team are not in the same location, all communications will be done over Internet, with appropriate tools (see next section 3.6).

The team has fixed meetings every week on Monday from 15.00 to 16.00, with the participation of the supervisors and on Thursday from 20.00 to 21.00 with only the team members present. Summary meetings for getting quick status updates are done every day through short Skype chats and Facebook chats.

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During all the meetings one team member will be assigned with the task of keeping the meeting minutes and making a summary document at the end of it, in order to minimize the possibility of misunderstandings.

### ***3.6 Tools***

The team will use the following tools for coordinating, sharing work and communicating:

- *GitHub*: will be used as code repository
- *Google Docs*: will be used as documents repository
- *Skype*: will be used for meetings and contacting
- *Facebook*: will be used for short reports about the status of the assigned tasks
- *Slack*: will be used for small discussions and arrangements
- *Asana*: will be used for keeping the Scrum backlog, used as help in the development process



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## 4. Development process

The team choose to follow an agile approach using the software development framework called Scrum. Communication and customer collaboration are two key aspects on the base of this approach. The application is developed within iterations called Sprints that last for fourteen days.

### 4.1. Sprint Planning

The team will meet on a fortnightly basis to plan activities for the next two weeks. They will estimate the workload and commit to a certain amount of tasks. All tasks will be discussed in detail during team meetings, before sprint opening.

### 4.2. Sprint Review

After a Sprint, the team will do review their work. Potential uncompleted work will be postponed to the next Sprint.

### 4.3. Sprint Retrospective

To further improve the development process, the team is going to evaluate the past Sprint right after the Sprint Review. Thereby, two questions are raised during the meeting:

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

Everybody of the team is invited to contribute the discussion to improve communication and customer collaboration.

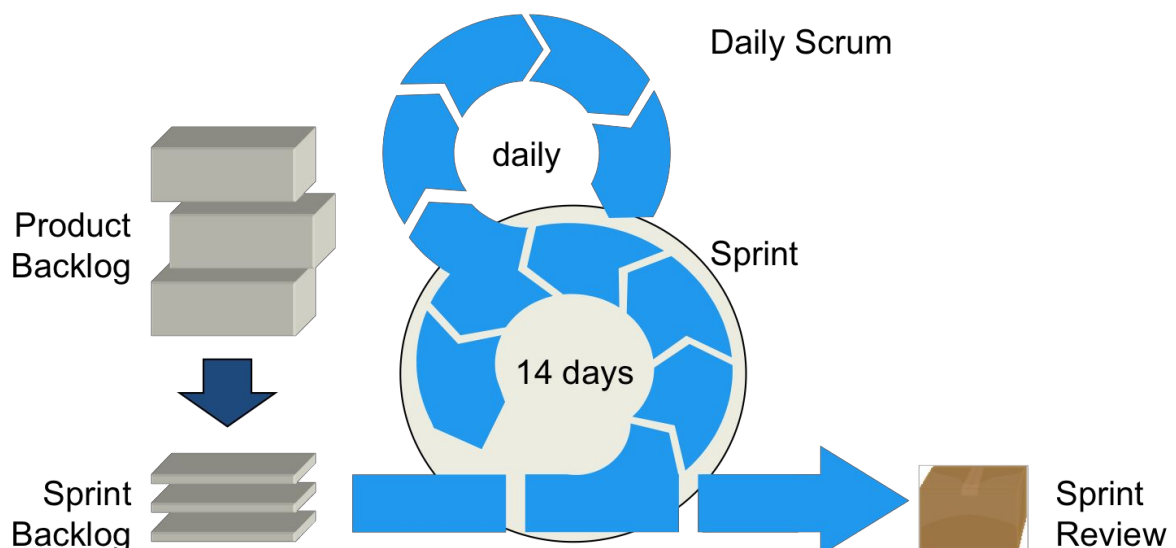
### 4.4. Daily Scrum meeting

The Daily Scrum meeting is consisted of short reports sent as soon as a team member finish a part or the assigned task. By posting the short report, he will notify rest of the team about the status of his work and the team members depending on this task can start working on their assigned tasks.

Within a “daily” meeting, team member is going to answer the following questions:

- what have I done,
- what am I going to do until next and
- what impediments block me from doing it.

The team will work on removing the impediments. If the team cannot agree on solution of the problem, it is the Scrum Master’s job to remove those impediments so the team can get the job done.



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## 5. Deliverables

There are some deliverables scheduled for the project::

- *Project Vision presentation*: a quick presentation of the nature and organization of the project
- *Project Plan document (This Document)*: A more indepth document describing the backgrounds of the project, how the team is organized and what conventions and standards are adopted.
- *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*: A more indepth 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

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## 6. Project plan

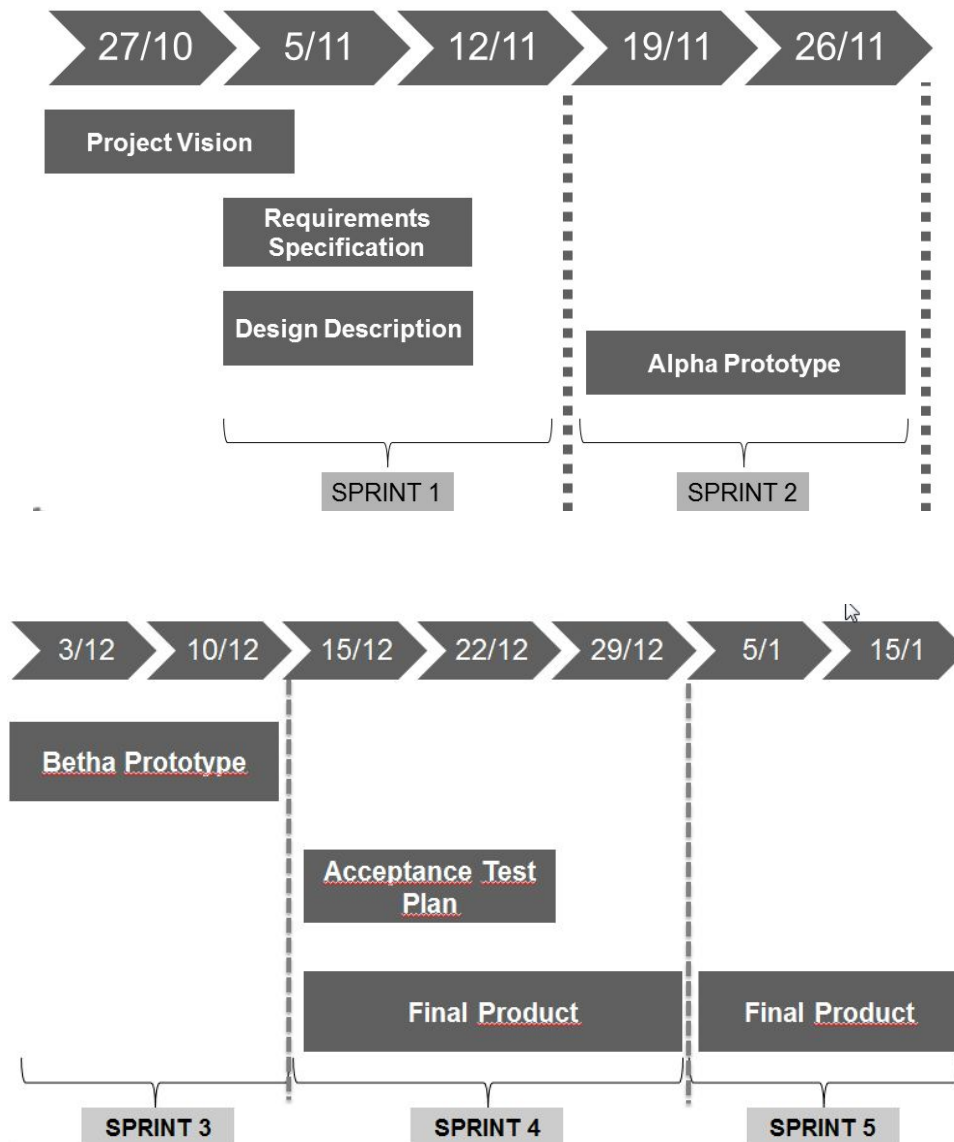
This section presents the project estimated plan, it lists the activities and milestones along with their estimated ending dates.

### 6.1 Time schedule

The table below shows the milestones:

Planned Scrum Sprints

Sprint #	Start Date	End Date
1	Nov 5th, 2015	Nov 18th, 2015
2	Nov 19th, 2015	Dec 2nd, 2015
3	Dec 3rd, 2015	Dec 14th, 2015
4	Dec 15th, 2015	Jan 4th, 2016
5	Jan 5th, 2016	Jan 18th, 2016



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## 7. Project risks

The team has detected seven possible risks they may encounter during the development process:

Risk No.	Risk Description	Risk Mitigation	Risk Priority
1	Lack of communication between all the team members	The team should meet every week at least one time	High
2	Low knowledge and experience with the project technologies	The team members should communicate every time they have some doubts.	High
3	Privacy issues regarding the use of external APIs, like Google	The team should search about this issue and realize if it's possible or no to connect	Medium
4	Underestimate project workload	The team should discuss about project scope before every sprint	Medium
5	Integration of different team's work	Teams should keep contact to each other in way to avoid integration problems	Medium
6	The developed solution doesn't fit the final users needs	During the requirement specification, team should do some surveys and interviews to find what the users are looking for	Medium
7	Application security and safety	The team should develop with good practices and develop a list of acceptance tests	Medium