

# Project Timeline

## Summer

### End of July

- **Project Proposal Discussion**

## August

### Pre-Semester Preparations

- **Meeting with NPO**
- **Confirm project for the year**

### Communication & Collaboration Setup

- **Clarify communication channels:**
  - Options: Slack, Discord, Email (choose one that is easily accessible and ideally faster than email)

### Project Kickoff & Design

- **First Project Team Meeting**
- **Start Design Mockups**
- **Develop Software Design Documents:**
  - Architecture documents
  - Database schema
  - Tech stack decisions
  - API interface specifications
- **NPO Involvement:**
  - NPO reviews and provides feedback on designs prior to semester start
  - This process should involve the entire team

### Team Responsibilities

- **Tech Lead / VP Tech Responsibilities:**
  - Setup GitHub repository
  - Setup pipelines
  - Establish staging environment

- **Project Manager (PM):**
    - Begin writing master issues for general features, following scrum methodology and user stories
  - **Technical Aspect:**
    - TECH LEAD to write technical features of issues
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# Fall Semester

## September

- **Monthly Meetings:**
  - Meeting with NPOs for ongoing feedback

## October

### Midpoint Review with VP Projects and Tech Leads:

- **Feedback Focus:**
  - Input from NPO and team members
  - Improvements in operations
  - Project updates
  - General team feedback
  - Team member statuses
  - Efficient practices
  - Necessary operational changes
  - Design team review ensuring alignment with project proposal

## November - December

### Semester Review with VP Projects and Tech Leads:

- **Review Points:**
  - MVP progress
  - Next steps (if necessary)
  - Project updates
  - General team feedback
  - Team member statuses
  - Efficient practices
  - Operational changes
  - Design team review for cross-checking with project proposal

### End of Semester

- **NPO Meeting:**
    - MVP Showcase
    - Winter Break begins
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# Winter Break and Spring Semester

## Transition: Winter Break to Beginning of Spring Semester

- **Project Team Adjustments:**
  - Possible swaps between Developers and PMs
- **Spring Onboarding Meeting:**
  - Involvement of Tech Leads, PMs, and VP Projects, conducted BEFORE the semester starts
  - Implement operational changes
  - Restart NPO communication
  - Confirm project readiness

## Early March (Before Spring Break)

- **Midpoint Review with VP Projects and Tech Leads:**
  - **Review Areas:**
    - Feedback from NPO and team members
    - Improvements in operations
    - Project updates
    - General team feedback
    - Team member statuses
    - Efficient practices
    - Operational changes
    - Design team review confirming alignment with project proposal

## During/After Spring Break

- **Operational Changes:**
  - Plan and implement further operational improvements

## End of April

- **Final Product Demo:**
  - Presentation for VP Tech, VP Projects, and other stakeholders
  - Testing and final adjustments
  - Final cross-check with project proposal

## May

- Final Product Handoff
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