

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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