

Shanice Rapp  
ITS472: Capstone II  
Professor Nevill  
02/28/2023

## Capstone II Journal

January/February

At the end of January we started to get more hands on with the project. As a project manager (PM), I try to always communicate in between the teams and follow up with all teams weekly.

I see as one of my responsibilities as PM to send a weekly to-do list for all the teams after our capstone meeting. This helps the teams to remember what their tasks are for this week and what should get done before the next weekly Capstone meeting. I also see it as my responsibility to always reach out to each team and ask if they need any help or more information to work with.

To do that, at the beginning of February I created four different channels within Slack to communicate with each team so that the general group chat is not being flooded by smaller requests or chatting.

I created one channel for the database team with Venus and Steffany and Maria and I as PM's;

One channel with the coding team: Karinna, Michael, Maria and I;

One html channel: Asa, Enosh, Maria and I;

And one channel with the testers: Maria Veliz, Santiago, Maria and I.

Feb 6<sup>th</sup>: Enosh reached out to me to help him find the access to the UI documents to have a guideline for the front-end programming. To get that, I reached out to our testers who before were our UI team.

Feb 6<sup>th</sup>: I reached out to the testers for Enosh's request. Before sending it to them, I explained to the testing team again the workflow of our application because in the presentation they presented as the chat an interaction between a coach and the player. This is something that is not in the scope of our application so they fixed it and sent out to Enosh the fixed UI design.

Feb 9<sup>th</sup>: Reached out to the HTML team and the Testing team if their communication worked and both team have the necessary data to work with and if ENosh received the UI stuff.

Feb 9<sup>th</sup>: Karinna reached out to me to get more information from the HTML team. I reached out to them and Enosh uploaded their data into Google drive and copied me with it.

Feb 12<sup>th</sup>: Went over the testing document and reached out to the testers to discuss the few changes I would make in the document.

Feb 18<sup>th</sup>: Karinna needs more information about the database (tables and columns) to put it into the code.

I reached out to database team and sent it to Karinna.

Feb 28<sup>th</sup>: Reached out to all four teams if there is any help needed and how the teams are going.

Steffany forwarded me an email sent to Professor Nevill about a database issue. I am working on it at the time I am writing this document.