



D1.1 MANAGEMENT WEBSITE

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TABLE OF CONTENTS

Executive Summary	6
1. Introduction.....	7
2. Collaboration, communication and file sharing	8
2.1 Collaboration and Project Management – Bitrix24	9
2.2 Collaboration and Software Development Management – Trello	10
2.3 Collaboration and Software Development Management – GitHub	11
2.4 Web Conferencing – GotoMeeting	12
2.5 Mailing List	13
2.6 Document and File Sharing - Google Drive.....	14
2.7 Wiki – github	15
3. Conclusion	16

LIST OF FIGURES

Figure 1- Fandango home page on Bitrix24	9
Figure 2- Fandango home page on Trello	10
Figure 3 - Fandango home page on GitHub	11
Figure 4 – GotoMeeting sample confcall screenshot.....	12
Figure 5 Fandango Google Group	13
Figure 6 Fandango Project on Google Drive.....	14
Figure 7- Fandango GitHub Wiki home page	15

ABBREVIATIONS

ABBREVIATION	DESCRIPTION
EC	European Commisiion
EU	European Union
H2020	Horizon 2020
SCM	Source Code Management
WP	Work Package

EXECUTIVE SUMMARY

As part of the project management activities we have set up a walled-garden environment available to project partners, which allows them to safely and easily communicate, share information and store documents, using the following tools:

- **Bitrix24:** a collaboration platform that provides a complete suite of social collaboration, communication and management tools, including CRM, files sharing, project management, calendars, and more.
- **GoToMeeting:** this is the web conferencing solution, which is used for status meetings, WP meetings, etc.
- **Google Drive:** cloud based file storage and synchronization service, which allows safe storage of deliverables, project documentation, meeting reports, etc.
- **GitHub:** a repository for distributed version control, source code management (SCM) and wiki.
- **Mailing lists:** which allow information sharing within specific members groups.

This document describes the different tools in use as a basis for sharing and communicating information during the project process.

1. INTRODUCTION

As part of the project management all project partners need tools and an environment in order to communicate and share information with each other in a convenient way, as these partners are geographically spread out. Therefore ENG has setup an environment, which allows for direct communication using a collaboration platform, web conference facilities, document sharing, distributed version control and source code management repository and e-mail.

In this document we will describe the tools used and their purpose.

2. COLLABORATION, COMMUNICATION AND FILE SHARING

A project team relies heavily on collaboration, communication and sharing of information. We distinguish the following activities:

- **Collaboration:** consortium activities are collaborative by definition. That's why we adopt a suite of software instruments to foster collaboration in project activities.
 - **Bitrix24**, a suite of social collaboration, communication and management tools, including CRM, files sharing, project management, calendars, and more, that will help to support task management of the project activities.
 - **Trello**, a web-based project management application that we'll use to support agile methodology in software development.
 - **GitHub**, a web based hosting service for distributed version control and source code management (SCM).
- **Communication:** communication is key during any project, especially when teams are geographically distributed. Therefore we'll adopt 2 types of communication.
 - **Web conferencing:** as teams are geographically spread out, live communication should be enabled using video and audio conferencing facilities. Therefore we opted for **GoToMeeting**, which gives easy access to web conferencing facilities.
 - **Mail:** e-mail is used as a more formal way when information needs to be shared within the consortium. We have set up a Consortium **Google Groups**, which makes it easier to address all consortium members.
- **File sharing:** next to communication there are also a lot of documents and other file types that need to be shared, so team members can collaborate on these documents and have a central point where they can access all documents required.
 - As central file storage we have chosen **Google Drive**, which offers real-time collaborative editing features.
 - Papers, articles and tools strictly related to the technical aspect of R&D activities will be informally shared on the FANDANGO Project GitHub **Wiki**.

2.1 COLLABORATION AND PROJECT MANAGEMENT – BITRIX24

Bitrix24¹ is a suite of social collaboration, communication and management tools, including CRM, files sharing, project management, calendars, and more, that we adopt as project management tool to control plan and run Fandango project.

Bitrix24 helps to define the goals and objectives of Fandango and determines when the various WPs/Tasks are to be completed and by whom. Through Bitrix24, in fact, the WPs and Tasks leaders can constantly monitor the resources and the activities.

Monitoring the time spent on activities can prevent deviations from the work plan and the related corrective actions to undertaken.

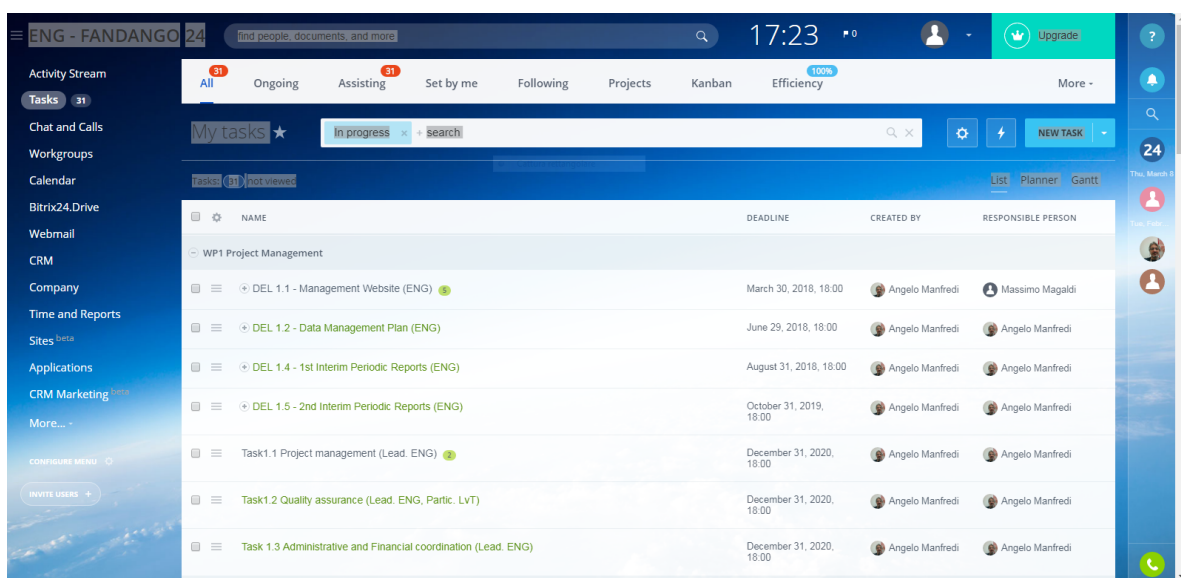


Figure 1- Fandango home page on Bitrix24

¹ <https://www.bitrix24.com/>

2.2 COLLABORATION AND SOFTWARE DEVELOPMENT MANAGEMENT – TRELLO

Trello² is an web based application/tool, designed for group collaboration and project management. It organizes multiple projects into boards and at the same time you can see what's being worked on, who's working on what, where something is in process.

In Trello, boards represent projects and they contain lists in other words task lists. Each list contains cards, which correspond to tasks. Not only users can be assigned to cards but also users along with boards can be grouped into organizations.

We'll use Trello use to support agile software development process.

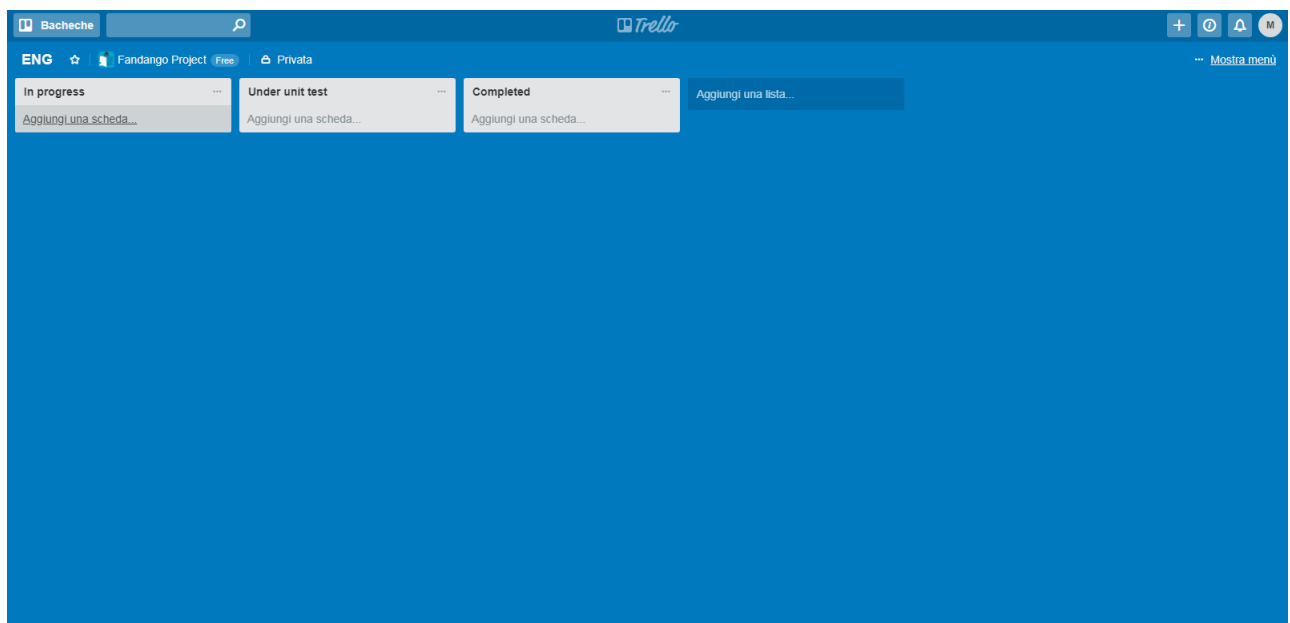


Figure 2- Fandango home page on Trello

² <https://trello.com/>

2.3 COLLABORATION AND SOFTWARE DEVELOPMENT MANAGEMENT – GITHUB

GitHub is a web-based hosting service for distributed version control and source code management (SCM). It offers all functionality of Git plus its own features. It provides access control and several collaboration features such as bug tracking, feature requests, task management, and wikis for every project.

Projects on GitHub can be accessed and manipulated using the standard Git command-line interface and all of the standard Git commands work with it. GitHub also allows registered and non-registered users to browse public repositories on the site.

Registered users are able to discuss, manage repositories, submit contributions to others' repositories, and review changes to code.

We'll use GitHub as a software repository with distributed version control and source code management (SCM) features.

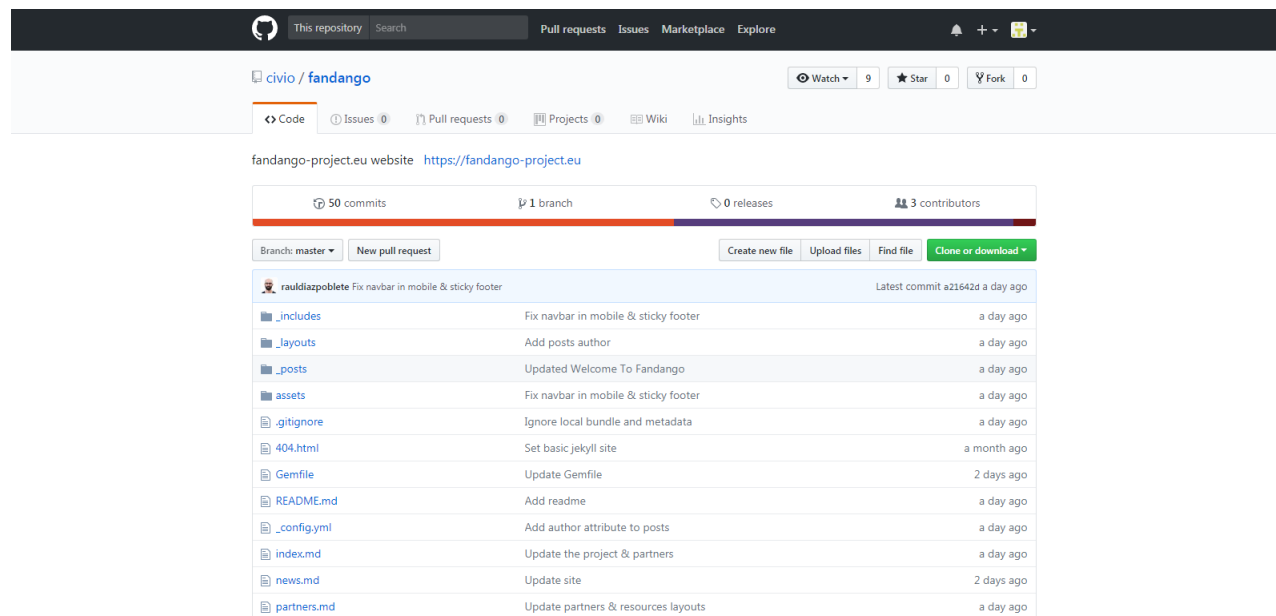


Figure 3 - Fandango home page on GitHub

2.4 WEB CONFERENCING – GOTO MEETING

GoToMeeting³ is a web-hosted service. It is an online meeting, desktop sharing, and video conferencing software that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time.

GoToMeeting was chosen because it's a cost-efficient way to set up video and audio conferencing and is supported on a wide range of devices.

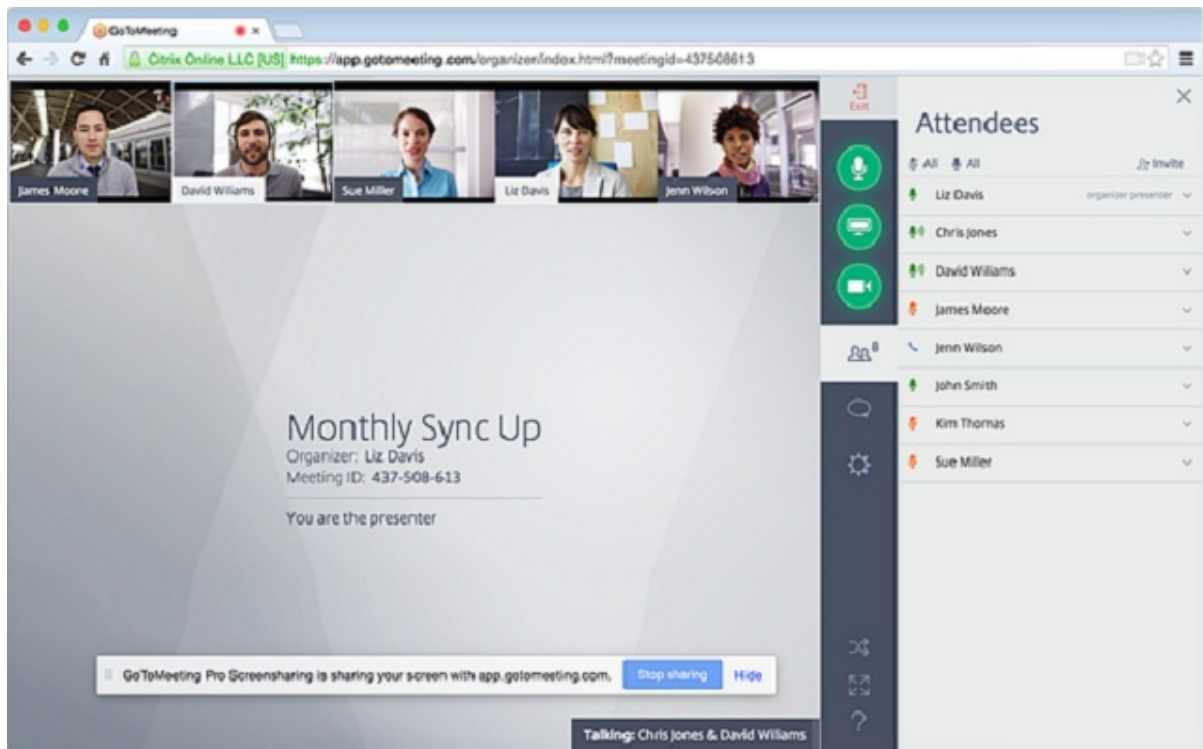


Figure 4 – GotoMeeting sample confcall screenshot

³ <https://www.gotomeeting.com/>

2.5 MAILING LIST

Usually e-mail is being used to set meeting appointments, share Doodle requests and more formal communication.

To easily share information via e-mail we have created a Google Group⁴ in order to communicate with all consortium members.

As soon as we need it, we'll create other *ad hoc* sub groups.

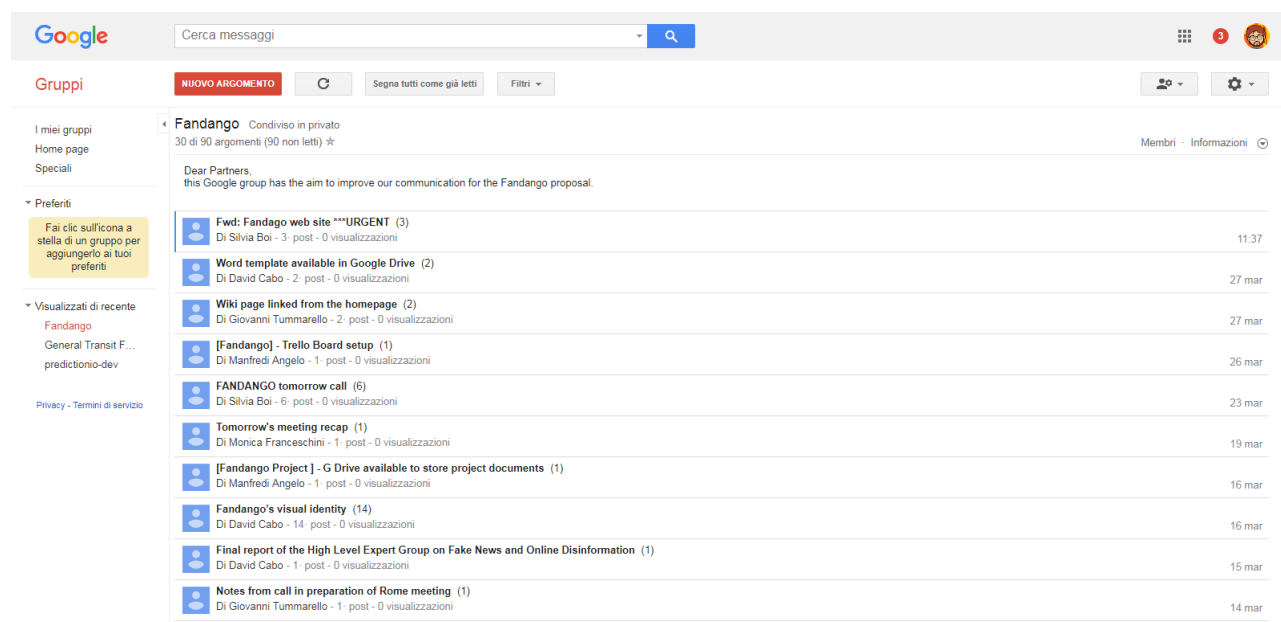


Figure 5 Fandango Google Group

⁴ <https://groups.google.com>

2.6 DOCUMENT AND FILE SHARING - GOOGLE DRIVE

Google Drive⁵ is a file storage and synchronization service developed by Google. It allows users to store files on their servers, synchronize files across devices, and share files. In addition to a website, Google Drive offers apps with offline capabilities for Windows and macOS computers, and Android and iOS smartphones and tablets. Google Drive encompasses Google Docs, Sheets and Slides, an office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more. Files created and edited through the office suite are saved in Google Drive. Access to files can be given or revoked by the team members whenever necessary, but it also allows easy collaboration thanks to the commenting features and group editing of documents.

We have created a folder structure on Google Drive so WP related and general related documents/files are easily accessible. Next to this, meeting reports, templates, manuals for the tools discussed, logo's and administrative documents are also shared on this platform.

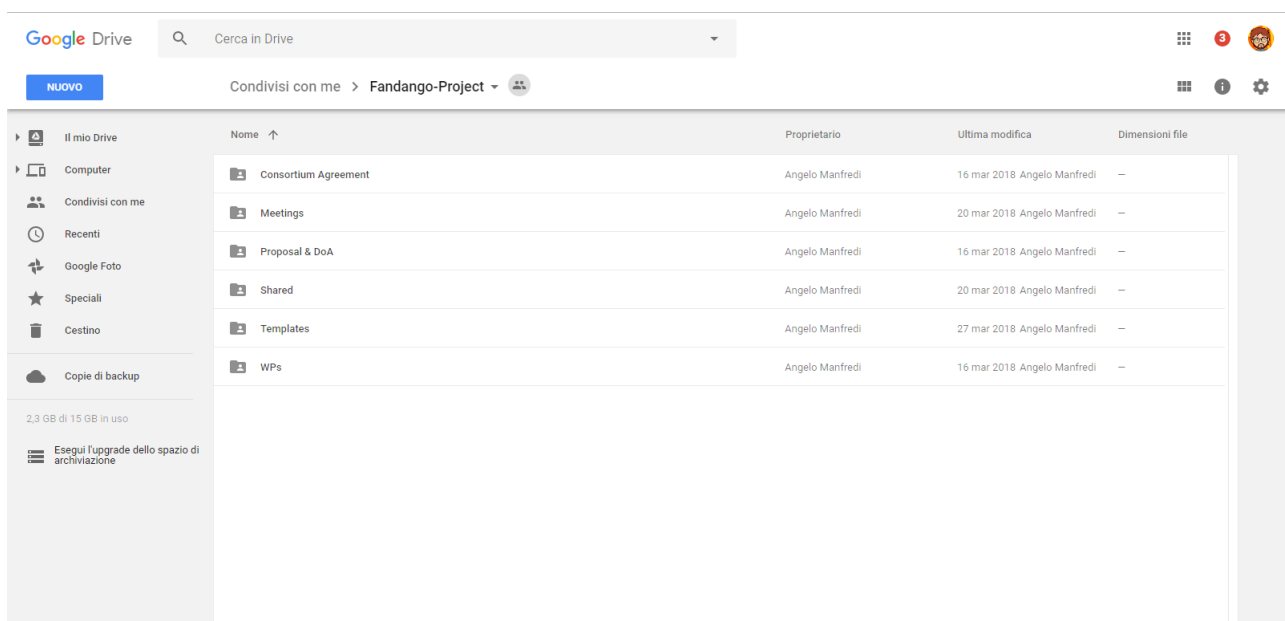


Figure 6 Fandango Project on Google Drive

⁵ <https://drive.google.com>

2.7 WIKI – GITHUB

Every GitHub repository comes equipped with a section for hosting documentation, called a *wiki*.

Wikis are collaborative by design. By default, only collaborators on your repository can make changes to wikis, but you can configure this to be enabled for all users on public repositories.

We'll use the Fandango Project GitHub Wiki to internally shares Papers, articles and tools strictly related to the technical aspect of R&D activities.

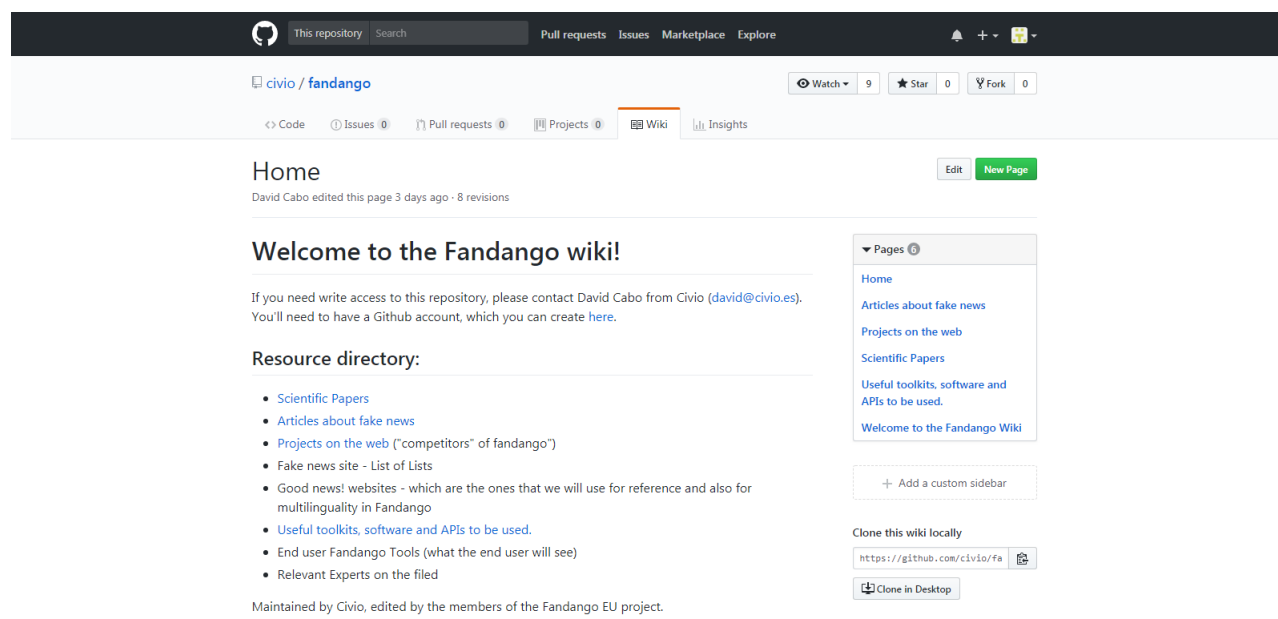


Figure 7- Fandango GitHub Wiki home page

3. CONCLUSION

Currently the given setup offers enough possibilities to work together and share information in a reliable way within the Fandango project. We have set up some guidelines on how to work with this set of tools (use of chat rooms for in-depth discussions vs. e-mail for clear arrangements and appointments). During the timeline of the project these may evolve and further refined depending on the needs and the way the tools are used.

