Team Plan

Portfolio task 1

Unit code: COS40005

Unit Name: Computing Technology Project A

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| Student Name | Student Id | Statement of contribution to the report |
| --- | --- | --- |
| Do Duy Hung | 104182779 | Add team profile, role, group’s roadmap, and some risk mitigation |
| Luong Minh Duc | 104181857 | Add profile, role, risk mitigation |
| Truong Minh Son | 104221795 | Add team profile, role |
| Doan Trung Nghia | 104221559 | Add team profile, role and document management |
| Tran Minh Dung | 104182562 | Add team profile, role |

## Acknowledgment of Country

## Team profile

Table 1: Team Profile

| Student name | Technical skills | Soft skills | Communication | Teamwork | Other |
| --- | --- | --- | --- | --- | --- |
| Do Duy Hung | Web interface design, experienced with several frameworks such as Node.js, React.js, Vue.js, PHP Installed, and Python Testing. Additionally, I have participated in several projects related to Wix Toolset and the WPF App, Azure. | I have experience as a leader in several small projects, such as blockchain design, data visualization with S3, and web architecture and design. I usually handle task management, deadline tracking, and quality control. | Overall good with other members in the group. I am confident in English and prefer more communication by meet face-to-face | I have experience in almost every role and relationship as initiators vs. leaders. |  |
| Luong Minh Duc | Web interface design, experienced with several frameworks such as Node.js, React.js, Moreover I have several experiences in software development, train model AI for CCTV(real-time). | I have worked on several projects related to object detection for vehicles on the road (using YOLO to detect traffic flow).  I have experience in web development (have worked with React Native), building databases using Docker and SQL.  Additionally, I have also developed software using Java for a driving test application.  Furthermore, I have participated in several projects during my internship, such as app development and creating a circuit control application for voltage measurement using C#. | I have strong task delegation skills and effective communication with colleagues. | I take on most roles in projects and build strong relationships with colleagues. I also frequently share my perspectives and provide feedback on common projects. |  |
| Truong Minh Son | Web interface design, Data visualization. Im have experienced with some framework such as Vue.js, PHP, HTML5, Python, and several project related to AI, and Mobile Application Development (Kotlin). | I have communication skills, presentation skills, time management and good with handling the deadlines. I have the desire for AI development and web design | I have the good communication and conversations with my peers and the tutors. Nothing went wrong and everything is fine | I am willing to share the ideas with the others, and good with work in a team. |  |
| Doan Trung Nghia | I have experienced and participated in many small web application projects, therefore I’ve gained some skills listed below:  1) Back-end: I primarily work with PHP which I believe is an easy-to-use programming language. Additionally I also know how to design databases effectively.  2) Front-end: I’m interested in designing the outlook and structure of the website, so I have some skills in creating prototype using figma, along with transferring those prototypes into code through HTML, CSS, JS | I’m a creative person, and easy to talk with. I have joined several team projects and my communication effectiveness is pretty high. I can work under pressure well. | I can communicate with the team well, especially face-to-face or online meetings as well. | I am always ready to share new ideas for my team, and follow tasks along with deadlines carefully. |  |
| Tran Minh Dung | My area of expertise is UI/UX design, and I am skilled in wireframing, prototyping, and high-fidelity designs using Figma and Sketch. I guarantee smooth developer cooperation since I am knowledgeable about front-end fundamentals (HTML, CSS, JavaScript), responsive design, and usability testing. | I am creative, detail-oriented, and user-centered. My problem-solving abilities allow me to create intuitive experiences, and I adapt fast to new trends and technology. | I use organized documentation and graphic presentations to effectively convey concepts. By successfully communicating design decisions and keeping team members updated, I facilitate productive cooperation. | I have no problem helping people in the group and always like to be in the discussion so I can consult everyone's opinions. |  |

## Team role

According to the profile, each student should sign up for a team role. The following table should list the team roles for each student and a justification as to why the team role is suitable for them.

Table 2: Team Role

| Student name | Team role | Justification |
| --- | --- | --- |
| Do Duy Hung | Team front-end, document management | I will handle the dashboard, website interface, and manage the team's reports and worklogs, as well as conduct progress checks. In the final stage, I will run the software. If possible, I will also support UX/UI design on Figma. |
| Luong Minh Duc | Team AI developer, backend | As part of this project, I was in charge of training AI, gathering datasets, and making business demos (I made a body detection demo). I focused on detecting body active, figuring out how long students would need to study, and evaluating each person's degree of attentiveness. I also helped to examine and provide support for the UX/UI framework. I also helped my peers use the SSD model to build facial recognition. |
| Truong Minh Son | Team AI development , UI justification | I will handle the overall AI development following the requirements and creating the libraries and manage the AI justification and development. I will ensure the best results for the AI models and give the best solutions to handle the best progress for the CCTV system. |
| Doan Trung Nghia | Team back-end, front-end | I will work server-side, especially with the database and functionality of the website. Additionally, in order to enhance the quality and the perfect back-end and front-end combination, I will also participate in supporting the front-end team in UI/UX design along with development. |
| Tran Minh Dung | Team front-end, UI/UX developer | I'm proficient with Figma and produce designs that are both aesthetically pleasing and easy to use. My proficiency in working with developers and doing usability testing guarantees a flawless user experience. I am a fantastic match for this position because of my creativity, problem-solving skills, and attention to detail. |

## Teamwork roadmap

* **Weekly meeting schedule and format**: The team holds online meetings with the client on Sunday evening via Google Meet and offline meetings with the lecturer at school on Tuesday morning.
* **Platforms for meetings and informal communication**: Google Meet is used for online meetings, while team members communicate informally through instant messaging platforms.
* **Response time expectations among team members**: Having worked together previously, the team maintains a fast response time, can communicate continuously, and typically meets deadlines.
* **About the roadmap and deadline for each task**: We divided groups to 2 main teams: AI and Front-end team. Beside that, before doing the program, Mr. Hung is a main member to research and send the document to the group. Mr. Duc and Mr. Nghia will verify them, and then groups will do. In this roadmap, it includes the revisions part.

| **Project Tasks** | **Owner** | **Start Date** | **End Date** | **Duration** | **Dependencies** | **Status** |
| --- | --- | --- | --- | --- | --- | --- |
| Data Collection & Setup | Front-end team | 18/1/2025 | 16/2/2025 | 1 month |  | on track |
| Frontend UI/UX Design | Front-end team | 21/1/2025 | 21/2/2025 | 1 month |  | on track |
| Backend & API Development | AI team | 21/2/2025 | 20/4/2025 | 1 month and 30 days | AI Model Training | NOT STARTED |
| AI Model Training & Initial Dev | AI team | 21/2/2025 | 1/6/2025 | 3 months and 12 days | Data collections | NOT STARTED |
| Frontend Dashboard Development | Front-end team | 21/4/2025 | 15/6/2025 | 1 month and 26 days | Backend API dev | NOT STARTED |
| AI Model Evaluation & Refinement | AI team | 2/6/2025 | 19/7/2025 | 1 month and 18 days | AI Model Training | NOT STARTED |
| System Integration & Testing | Full team | 20/7/2025 | 2/8/2025 | 14 days | Backend & AI Model Eval | NOT STARTED |
| UI/UX Enhancements & Feedback | Front-end team | 27/7/2025 | 9/8/2025 | 14 days | Integration testing | NOT STARTED |
| Deployment & Maintenance | AI team | 9/8/2025 | 1/9/2025 | 23 days | Integration testing | NOT STARTED |

## Document management

Our team manages shared documents primarily through Google Drive, with Google Docs serving almost all the needs which consist of meeting notes, references, and research paper materials. To ensure organized structure and version-controlled, we follow those strategies:

* **Google Docs version history**: All edits are automatically stored in version history allowing team members to review previous state, notice the changes and can restore previous version if necessary.
* **Structured folder organization**: All folders are created systematically with creation date and well defined names in order to conveniently keep track with those documents.
* **Access control and permission**: Team members have appropriate permissions (View, Comment, or Edit) to ensure secure collaboration and prevent accidental modifications.
* **Backup & Archiving:** Important finalized documents are backed up in designated folders to prevent data loss and maintain long-term accessibility.

## risk mitigation

a, **Member unavailability or inability to meet deadlines**

Impact: If a key member is absent without a backup, tasks may be delayed, affecting the overall project timeline.

Mitigation plan:

* Backup plan with 2 members having similar tasks to do.
* Regularly update progress to identify issues early and make adjustments.
* Flexibly reassign tasks among team members when necessary.

b, **Failure to meet client or lecturer expectations**

Impact: If the product does not meet the requirements, the team may have to rework multiple components, affecting progress and workload.

Mitigation plan:

* Present early versions for feedback and make timely adjustments.
* Keep detailed documentation of requirements to avoid misinterpretations.