Development Plan Checklist

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The Development Plan records important decision for the team on the agreed upon approach for the project.

- Follows writing checklist (full checklist provided in a separate document)

  - ☐ LaTeX points
  - ☐ Structure
  - ☐ Spelling, grammar, attention to detail
  - ☐ Avoid low information content phrases
  - ☐ Writing style
  - ☐ Hyperlinks should be done properly (`\ref`)

- Document

  - ☐ Follows outline in template repo (minor changes are okay, as long as rubric items are covered)
  - ☐ Document makes decisions (not an empty exercise). Decisions can be changed later.
  - ☐ PoC demo plans are included (they can be changed later if necessary)
  - ☐ Risk used to plan PoC is clearly expressed
  - ☐ PoC plan is NOT described as a prototype (the PoC should be less ambitious and more focused than a prototype)

- ☐ Mitigation strategies for a "failed" PoC are NOT provided. We can discuss how to redefine the scope after the PoC demo.

- ☐ Team members have been given project-level roles (e.g. meeting chair, team liaison, etc.)

- ☐ Team members have technical roles (e.g. back-end, front-end, pytorch expert, etc.)

- ☐ Team roles are assigned with flexibility and overlap. Too rigid a structure is potentially problematic.

- Team Charter

  - ☐ Trigger for a problem is quantified

  - ☐ Consequence of problematic behaviour is expressed

  - ☐ Exercise of planning team charter is done with sincerity