| PROJECT NAME | | Trace3 - Meeting Management Tool |
| --- | --- | --- |
| TEAM MEMBERS List the names and roles of all team members.   | ID | NAME | ROLE | | --- | --- | --- | | 1 | Asheer Mogal | Engineering | | 2 | Farah Bushra | PM | Primary POC | | 3 | Harshil Patel | Analyst | Secondary POC | | 4 | Pranayreddy Anthareddy | Analyst | | 5 | Pradyum Mohta | Engineering | | 6 | Niharika Gupta | Analyst | | 7 | Siddharth Khare | PM | | | |
| BACKGROUND | Why is this project important? What led to the initiation of this project? | |
| Provide a brief overview of the project context and rationale. | This project is crucial because it addresses a significant pain point in managing Strategic Initiatives at Trace3 - ensuring that stakeholders with multiple high-priority commitments are not overburdened while still effectively tracking and optimizing resource allocation. This can lead to inefficiencies, delays, and suboptimal decision-making if their time and attention are not managed carefully.  During the analysis, planning and design phases of the Systems Development Life CycleTrace3, we observed that the current tool being used by Trace3 - Smart sheets; along with Outlook, Teams and WebEx for meeting analytics needs to be transitioned out and replaced with a Meeting Analytics Dashboard tool, to effectively manage meetings, stakeholder bandwidth and resource allocation. | |

| MISSION | What is the primary goal the team aims to achieve? |
| --- | --- |
| State the fundamental purpose of the team. | The primary goal set by the team is to deliver a dashboard tool to the SI team at Trace3, which meets the requirements and scope set at the initiation of the project. The solution implemented by the UMD Smith team should be equipped with essential documentation, ensuring a smooth handover and transition from the previously existing business processes at Trace3. It should result in client satisfaction, measurable improvement in user experience and enhancement of system performance and processes. |

| OBJECTIVES | What are the key deliverables? What are the success criteria? |
| --- | --- |
| List specific, measurable outcomes the team should achieve. | **Key Deliverables:**   * A meeting management dashboard tool that enables effective stakeholder management and meeting analytics, providing the Strategic Initiatives team a smooth transition from the SmartSheets platform for resource optimisation and project progress tracking.   **Success Criteria:**   * A smooth handover of the finished product to the client Trace3. * The tool would perform its functions without any issues. * The tool would have integration capabilities with existing project management software and Trace3's existing technology stack. * The whole project will be finished by December, 2024. |

# Delivery Schedule

| ID | **Sprint** | **Dates:**  **Start** | **Dates:**  **Finish** | **Tasks** |
| --- | --- | --- | --- | --- |
| 1 | Data MOAT | 19 Sept 2024 | 02 Oct 2024 | - Get mock data from Trace3  - If mock data is not available, then use a LLM to generate the same  - Write backend functions to serialize data received and store them |
| 2 | Frontend | 03 Oct 2024 | 16 Oct 2024 | -  Initial Skeleton and ReactJS Framework  - Create all routes for the web application  - Beautify with static components and charts from open source react component libraries like shadCN, magicUI |
| 3 | Frontend + Backend #1 | 17 Oct 2024 | 30 Oct 2024 | - Initialize the Django Skeleton and Django Rest Framework - Link the frontend with the backend  - Proceed to testing |
| 4 | Frontend +Backend #2 | 31 Oct 2024 | 13 Nov 2024 | - Create models for the system and migrate them  - Create REST API endpoints using the models - Link the frontend with backend  - Proceed to testing |
| 5 | Testing | 14 Nov 2024 | 27 Nov 2024 | - Test endpoint with raw data using postman, create and save a postman collection for documentation for Trace3 - Test the backend for security protocols  - Test the frontend for bugs / view issues on multiple different devices and systems  - Complete testing |
| 6 | Packaging | 28 Nov 2024 | 10 Dec 2024 | - For deployment, ask Trace3 what they prefer, if they want the whole application to be served via a docker image  - Deploy on a cloud hosting provider - frontend on a static app service, and backend via Kubernetes / a normal VM |

| COMMUNICATION PLAN | What are the preferred communication channels and frequency? Who are the key stakeholders to be informed? |
| --- | --- |
| Outline how the team will communicate internally and with stakeholders. | **Preferred Communication Channels:**   * Microsoft Teams: For group discussions, weekly meetings, and quick communications via group chat. * Email: For formal updates, action items, and stakeholder communication.   **Frequency of Communication:**   * Weekly Meetings: Scheduled once every fortnight, likely on Tuesday, Wednesday, or Thursday, avoiding Mondays and Fridays. * Ad-hoc meetings: As required for sprint planning or backlog review. * Daily: Team collaboration through the Teams group chat for any blockers or quick updates.   **Key Stakeholders to Be Informed:**   * Ellen Edgington, Senior Project Manager, Trace 3 * Lindsey Little, Director of IT, Trace 3 * Farah Bushra, UMD Student Lead * UMD Project Team: Harshil, Siddharth, Niharika, Pradyum, Pranay, Asheer |

| RISK MANAGEMENT | What potential obstacles could arise? How will these be managed or mitigated? |
| --- | --- |
| Identify potential risks and mitigation strategies. | **Technical Challenges in Real-Time Meeting Analytics:** Developing AI-based real-time analytics may pose technical challenges, leading to incomplete or inaccurate meeting data insights.  *Mitigation Strategy:* Break down the AI-based features into smaller, manageable modules, test each feature independently, and allocate additional development time if needed for technical problem-solving.  **Resource Allocation & Schedule Delays:** There could be unforeseen delays in the team’s development sprints due to inadequate resource allocation, leading to potential project overruns.  *Mitigation Strategy:* Set up weekly meetings with stakeholders to ensure alignment, monitor sprint progress closely, and allocate additional resources if necessary to maintain deadlines.  **Data Privacy and Compliance Risks:** Trace3's privacy concerns may limit access to necessary datasets, delaying testing and feature development, and could lead to compliance issues if data is mishandled.  *Mitigation Strategy:* Establish clear protocols for data access and anonymization. Ensure compliance with data privacy regulations by working closely with Trace3's IT and legal teams to prevent any legal or regulatory violations.  **Integration with Existing Systems (Calendar/Video Conferencing Apps):** There is a risk that the tool may not fully integrate with existing systems like Outlook Calendar, Microsoft Teams, or Zoom, causing inefficiencies in data capture or scheduling.  *Mitigation Strategy:* Perform thorough testing and validation during development to ensure smooth integration. Coordinate closely with the IT team to align on compatibility and API usage.  **Limited Availability of In-House Hosting:** If the IT Director determines that no in-house database or hosting is available, the team will need to rely on AWS, which could introduce additional costs and complexities for data migration and management.  *Mitigation Strategy:* Use AWS as a backup plan with allocated credits or negotiate budget adjustments early if hosting costs exceed expectations. Ensure data migration and security protocols are followed to prevent delays. |

Appendix:

Deliverables

| **Release** | **Sprint** | **Product Release** |
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| 1 | 1 | Mock Data Acquisition Backend Serialization Functions Data Storage Implementation |
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|  | 2 | Initial ReactJS Framework Setup Web Application Routing Static Components and Charts |
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| 2 | 3 | Frontend-Backend Integration Initial Testing |
|  |  | User Access Settings |
|  |  | Admin Control Settings |
|  | 4 | Django Skeleton Initialization  Models Creation and Migration |
|  |  | REST API Endpoints Creation Frontend-Backend Re-linking Advanced Testing |
| 3 | 5 | Postman Collection for Documentation Backend Security Testing Frontend Bug and View Testing Final Testing |
|  |  |  |
|  | 6 | Docker Image for Deployment  Cloud Deployment (Frontend/Backend) Deployment Documentation |
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