KASPER – ID4 PROCESS DOCUMENTATION

SOFTWARE DEVELOPMENT TEAM:

Project Manager: Tushita Patel

Dev Lead: Kristof Mercier, Dylan Prefontaine

Test Lead: Jeremy Liau

Build Manager: Christopher Mykota-Reid (ChrisMR)

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Test Team: Christopher May (ChrisJ), Ryan Tetland

Documentation: Arianne Butler

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# 1.0 Task Assignments

**Dev Team**

* Below are the links to our front and back-end Trello boards, respectively. These outline the ID4 task assignments for the dev team. You may be prompted to sign in to view these boards. Each card is accompanied by a time estimate. These estimates were approximated by the dev leads:

Front-end:

Back-end:

**Test Team**

**Documentation**

* Organization, compilation, and editing of documentation: Arianne

# 2.0 Activity Log

The following link leads to our term schedule. Click on the “Individual Activity Log” tab at the bottom for our group activity log, as well as the group member contribution pie chart. This section also indicates which tasks were completed via pair programming. Click on the “Activity Log Totals” tab to see the summary of hours for each group member. In the “Activity Log Totals” sheet, you will also find a section that displays the percentage of hours worked that have been peer reviewed by at least one other group member. Currently about 45% of hours worked has been peer reviewed.

Note: we are currently experiencing difficulty with this link and you may need to copy and paste it into your web browser.

[https://docs.google.com/spreadsheets/d/1g3CfvlI1erdg2zaHZlVyh6uQ-rYQ6L5Cay0YIn2UETk/edit#gid=0](https://docs.google.com/spreadsheets/d/1g3CfvlI1erdg2zaHZlVyh6uQ-rYQ6L5Cay0YIn2UETk/edit%23gid=0)

# 3.0 Inspections ID4

As the Inspections begin to focus more heavily on actual code, the team has decided to adopt an Inspection Format. This format is essentially a set of rules and guidelines to be followed by all group members attending the inspection. The purpose of the format is to encourage participation and effective team communication. The Inspection Format document can be found on GitHub at the following link:

<https://github.com/CMPT371Team1/Documentation/blob/master/Meetings/InspectionsFormat.pdf>

**Inspection 9:**

**Date:**

**Summary**:

**Inspection 10:**

**Date:**

**Summary**:

**Inspection 11:**

**Date:**

**Summary**:

# 4.0 Client Communication

**Email Communication**:

**Meeting #:**

**Date**:

**Time**:

**Location**:

**People Present**:

**Purpose**:

**Summary**:

**Text Message Communication**:

# 5.0 Risk Assessment

## Introduction

Changes to the formal risk assessment from ID3 include new risks and re-evaluated risks. Risks are divided into two categories – technical and non-technical. Technical risks are related to the construction and design of our code, and non-technical risks relate to team management, such as group structure and client communication. For each risk identified, this risk assessment will provide estimates for probability of occurrence and severity, possible scenarios that could cause the risk to materialize, and mitigation and contingency plans. This report also contains a section dedicated to materialized risks and their effect on our project.

## 5.1 Technical Risks

5.1.1 Risk Name

**Probability:**

**Loss:**

**Scenario:**

**Mitigation:**

**Contingency Plan:**

## 5.2 Non-Technical Risks

5.2.1 Risk Name

**Probability:**

**Loss:**

**Scenario:** **Mitigation:**

**Contingency Plan:**

## 5.3 Materialized Risks

The following section describes the ID3 materialized risks. Each materialized risk will be accompanied by a description, a plan for resolution, and its effects on the project.

Risk Name

**Description**:

**Resolution**:

**Effects**:

# 6.0 Meeting Notes

There were \_\_ group meetings for ID4, and frequent stand-ups were held both before class time and via Slack. The following link contains our documented meeting notes and pre-class stand-ups:

<https://github.com/CMPT371Team1/Documentation/blob/master/Meetings/371-MeetingNotes.docx>

For online stand-ups on Mondays, Wednesdays, and Fridays, see our “stand-ups” channel on Slack.