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)

Developers: Gaurav Arora, Haotian (Justin) Ma, Melody (Tian) Zhao

Test Team: Christopher May (ChrisJ), Ryan Tetland

Documentation: Arianne Butler

Contents

[1.0 Task Assignments 3](#_Toc477466359)

[2.0 Activity Log 3](#_Toc477466360)

[3.0 Inspections ID4 3](#_Toc477466361)

[4.0 Client Communication 4](#_Toc477466362)

[5.0 Risk Assessment 5](#_Toc477466363)

[5.1 Technical Risks 5](#_Toc477466364)

[5.2 Non-Technical Risks 7](#_Toc477466365)

[5.3 Materialized Risks 8](#_Toc477466366)

[6.0 Meeting Notes 9](#_Toc477466367)

# 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:** Risk Report, Ryan Tetland

**Date:** March 7th /17 at 5:00pm

**Summary:** This code review was held in S371. The artifact was the Risk Report from ID3, which was made available for review one week prior. Gaurav and Tushita volunteered to be moderator and scribe, respectively. Each risk was viewed individually. Various flaws were pointed out and probabilities and losses were re-analyzed. After the session Ryan used the notes from the discussion to write the risk report for ID4.

**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

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 Team is Unable to Finish ID4 Tasks

**Probability:** 0.7

**Loss:** 0.6

**Scenario:** Due to our code freeze at the end of ID4, the development team aims to finish all implementation by this ID. There are a large number of tasks this ID, and there may not be time to complete everything.

**Mitigation:** The dev team and project manager will decide on the highest priority features. These features will be completed before moving on to others. The dev team will communicate with the project manager throughout the ID to monitor and handle this risk, should it materialize.

**Contingency Plan:** All features that are not implemented by the end of ID4 will be cut out of the project. These features will be recorded for future programmers in the ID5 Programmer Documentation.

5.1.2 Unable to Test Dependant Functionality

**Probability:** 0.7

**Loss:** 0.3

**Scenario:** Testing filter functionality requires the availability of certain data and this data is not yet available.

**Mitigation:** A mock/test database will be implemented for testing purposes only.

**Contingency Plan:** This testing will be done in ID5 following the code freeze when everything else is implemented.

5.1.3 App is Not Fully Tested by Code Freeze

**Probability:** 0.7

**Loss:** 0.5

**Scenario:** For ID4, development will continue up until the deadline. This will result in untested functionality at the ID4 deadline.

**Mitigation:** The test team will be given all finished code by March 14th /17 and this code will be properly tested by the ID4 deadline. Any code written after March 14th will be fully tested in ID5. This will allow us to develop as much as possible before the code freeze.

**Contingency Plan:** ID5 will be dedicated to testing, debugging, and code refactoring. This will make up for any lack of testing in ID4.

5.1.4 Inaccurate Time Estimations

**Probability**: 0.4

**Loss:** 0.7

**Scenario:** If the implementation of certain features takes longer than expected, the app may not be finished before the code freeze.

**Mitigation:** Group members will communicate with team leads to ensure that all tasks are being properly monitored and that the highest priority features are being implemented first.

**Contingency Plan:** If the time to complete tasks is underestimated, these features will be cut from the app and documented in the ID5 Programmer Documentation.

5.1.5 Compatibility Issues (is this the right title???)

**Probability:** 0.6

**Loss:** 0.2

**Scenario:** Due to our app’s multi-platform functionality, implementing extensive testing on all platforms will be challenging.

**Mitigation:** Testing will be as thorough as possible on each platform. This might involve testing on multiple operating systems, or using multiple browsers. By doing this we aim to identify platforms that are incompatible with our app.

**Contingency Plan:** If a platform is not compatible, research/testing will be performed to identify the origin of the problem. If the issue is unresolvable, the group manager will inform the client and document the app’s inability to work on the platform(s).

5.1.6 Not Enough Code is Peer Reviewed

**Probability:** 0.6

**Loss:** 0.2

**Scenario:** Group members do not have enough pair programming sessions, resulting in less peer reviewed code. This could lead to a decrease in quality and/or an increase in bugs.

**Mitigation:** Group members are required to complete at least one pair programing session per ID, and will be encouraged to do more. All group members are also required to hold one code review during the term. An excel spreadsheet has been set up to record and monitor the percentage of completed work that has been peer reviewed.

**Contingency Plan:** If the percentage of peer reviewed work is too low, more people will be assigned to the Code Police. We are also expecting more peer reviews in ID5.

## 5.2 Non-Technical Risks

5.2.1 Documentation Comes in Late

**Probability:** 0.7

**Loss:** 0.3

**Scenario:** A group member does not hand in their assigned documentation to Arianne by the set deadline.

**Mitigation:** A master checklist is posted to Git, so that team members can view assigned taks, and so that nothing gets forgotten.

**Contingency Plan:** Arianne will seek help from Tushita and others if write-ups are provided too close to the deadline.

5.2.2 Busy Schedules

**Probability:** 0.8

**Loss:** 0.8

**Scenario:** Group members may be busy doing work for other classes and are not able to devote time to the project.

**Mitigation:** Group members should communicate with leads and project manager if they are going to be busy. Daily stand-ups via Slack will also let people know how much work is being done and how much time is being allotted to the project.

**Contingency Plan:** If group members become too busy to finish the project, some of the features will be cut and documented in Programmer Documentation. This scenario will be a loss to our project, but the code freeze is a hard deadline. After the code freeze, the team will focus on improving the project’s quality, instead of implementing more features.

5.2.3 Team Member Unexpected Absence

**Probability:** 0.8

**Loss:** 0.4

**Scenario:** A team member unexpected absence may include illness and/or other unforeseen emergencies.

**Mitigation:** Knowledge of the entire project must be shared amongst team members. This will allow the team to continue production even if someone is unavailable. To gain a thorough understanding of the project, each member will perform pair programming sessions at least once per ID. Regular code reviews with as many members as possible will also be a strong preventative measure.

**Contingency Plan:** Communication between team members when someone is unavailable and fair distribution of the missing member’s assigned work.

5.2.4 Client Becomes Unavailable

**Probability**: 0.8

**Loss**: 0.6

**Scenario**: The client is unable to meet to discuss project requirements and/or to resolve issues that have arisen in development.

**Mitigation**: Open and frequent communication with the client will help the team gain awareness of when the client might become unavailable. The client-questions channel on Slack should be used by any team member wishing to record a question for the client. Items in this channel will be brought up during the next client meeting, or by email.

**Contingency Plan**: The team will move forward with the project based on the agreed upon highest priority. It is unlikely that the client would be unable to answer emails, so email communication will be used in place of proper meetings where necessary.

## 5.3 Materialized Risks

The following section describes the ID4 materialized risks. Each materialized risk will be accompanied by a description, a plan for resolution, and its effects on the project.

Busy Schedules

**Description**: Some group members were busy studying for midterms and/or doing work for other classes.

**Resolution**: In some cases, busy group members postponed their work to a later date. In other cases, group members with extra time took on a heavier work load.

**Effects**: The effects were minimal because the group exercised proper communication.

Team Member Unexpected Absence

**Description**: During this ID, a couple of group members became ill and were unable to attend meetings.

**Resolution**: A team member who is ill should be in communication with the team via Slack and should do whatever they can to help remotely, if possible.

**Effects**: Less people were present at code reviews which could lead to a lower code quality and less knowledge of the code base.

# 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.