CSCD01: Deliverable 0

Team Name: //TODO

Contents

1 Introduction

Members (from left to right): Roshan Suntharan, Susan Wang, Yaaliny Balachandran, Gowthami Palle, Marwa Khadra

Team goals:

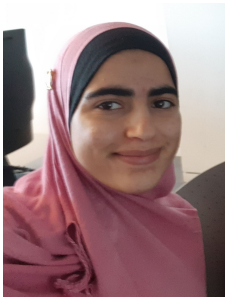
The team goals are to contribute meaningfully to an open source project. The team strives to work well together to produce functioning software following good software development practices. In addition, a major goal is to meet all requirements set by the professor in order to receive a good grade.

Team strengths:

Each team member has gathered an abundance of knowledge throughout years of experience in computer science. Most of this revolves around back-end/server development with regards to developing algorithms and testing code. These experiences have taught us how to write efficient, and well-documented code which will be especially helpful with regards to any FOSS Project we work on. While the team members' diverse backgrounds will be an asset, we all share a strong familiarity with Python and Java; these shared strengths will allow us to contribute more readily to FOSS projects that use these languages.

2 Members Biographies

2.1 Marwa Khadra



I am a fourth year co-op computer science major, taking French and English Literature minors. I have completed two successful co-op work-terms with excellent ratings from employers. My first work-term consisted of eight months at CaseWare International. where I worked as a Test Developer, automating tests using SilkTest, Jenkins, and JIRA. Furthermore, I assisted in running over 150 automated tests in regression testing and regularly identified and resolved bugs within the test scripts. Later I spent a year as a Data Analyst Co-op at DBRS, where I automated various reports using Python, SQL and Domino. I also trained two new team members on regular tasks and team responsibilities. I answered client inquiries on the DBRS data and the RatingsNow product; and created, maintained, and updated a RatingsNow knowledge base for future reference. I continued to work part-time for DBRS for the first financial quarter after I had returned to my studies. The languages I am most familiar with are Python, Java, and C/C++. However, I have experience with various languages and technologies, and am always eager to learn new ones. In the future I hope to earn my engineering license in Software Engineering and contribute meaningfully to my community through my work.

2.2 Roshan Suntharan

I'm a fourth year co-op computer science student specializing in the Software Engineering stream. I have gained a year of experience through my co-op placement as a Software Engineer at CaseWare International. I mainly focused on the back-end development of the company's Analytics project which was being newly developed as requested by the clients. We started off with a C# codebase working off legacy SQL, which I was tasked with converting to work with Google's BigQuery in order to keep everything up to date. Halfway through the year, the company decided to scrap the product and start again with an entirely new architecture and tech stack which required our entire team to adapt and learn the new languages accordingly. This helped me gain knowledge with microservices and other growing concepts. When I graduate, I'd like to join a team/company where I'd be able to learn new technologies and expand my knowledge. I have a passion for game development and design as it's been a part of my whole life, but I also have interests in cryptography and computer security so I'll always be open to learning new things.

2.3 Gowthami Palle

I am a fourth-year Computer Science student specializing in the Software Engineering stream at the University of Toronto Scarborough. I have one year of experience as a co-op student in the Cyber Security department of RBC. I worked as a Java Developer in the Identity and Access Management team where I implemented and maintained Identity solutions for an internal application that is used regularly by RBC employees. During my work term I gained experience using tools such as SailPoint, MS SQL, and JIRA. Although my strongest programming languages are Java and Python, I have experience with building applications using languages and technologies such as C, HTML, CSS, JavaScript, and Android Studio. My goal, as an upcoming software professional, is to build software that contributes to society in a meaningful way. I am passionate about authentication and identity security. I enjoyed working in the Security field during my work term and am hoping to pursue a career in the same discipline upon graduation.

2.4 Susan Wang

I am a fourth-year student in Computer Science specializing in the Software Engineering stream at the University of Toronto Scarborough. I developed an interest in computer science when I was a freshman in high school. By gaining plenty of programming experience throughout high school and university, I learned how to code in several different languages, such as Java, Python, C, CSS, HTML, and JavaScript. I also gained some experience working with mySQL and interacted with databases using SQL commands. In addition, I built an online multiplayer game with 2 of my fellow classmates using the web framework React. Although I do not currently have any work experience, I dedicate my time to improve academically, while actively seeking out opportunities to learn new skills. I have been named to the University of Toronto Scarborough Dean's List for three consecutive years. I am excited to gain experience contributing to an open source project. In the future, I hope to contribute to and make a difference in the technology sector.

2.5 Yaaliny Balachandran

I'm a fourth year co-op Computer Science student, specializing in Software Engineering. I have been coding since the age of sixteen and I have completed three co-op work terms. My first co-op work term was as an Application Programmer at the Ministry of Health and Long-Term Care where I implemented unit tests for software upgrades using SQL and Cognos. My two other co-op work terms were as a Software Developer at International Financial Data Services where I implemented features, fixed bugs and built automated test cases using C# for an internal application used by other developers. Currently, I am also the Director of Accounting in Women in Computer Science, Statistics and Mathematics where I assist in club funding and events. Once I graduate, I hope to become a full-time Software Developer because I enjoy coding and creating software products. I look forward to contributing to my first open source project and hope to continue to learn new technical tools.

3 Sharing a Meal

Team members enjoying coffee and snacks from Tim Hortons

4 Team Agreement

Group Number: 23

Team Name: //TODO

Team members:

- Marwa Khadra
- Gowthami Palle
- Susan Wang
- Yaaliny Balachandran
- Roshan Suntharan

Team Expectation Agreement:

Methods of communication:

Methods of communication between team members will be primarily a WhatsApp chat where all team members are able to see the discussion and contribute in their own time. Discord will be used to conduct group calls for virtual team meetings. In the event that email is used, team members will CC all other team members on any emails that are relevant to the project.

Communication response times:

Team members will attempt to respond to direct communication as soon as possible; response must occur within a maximum of 8 hours of the communication being sent. Responding only to check in and state a later date or time of action is acceptable.

Meeting attendance:

There will be two regular team meetings each week, Monday(5-7pm) and Friday(4-5pm), to address any questions and assess the progress of team members on their assigned tasks, as well as to complete group tasks. Monday meetings will be in-person and take place in IC 406. Friday team meetings will be conducted over voice call on the Discord channel. Team meetings are mandatory and team members should make every effort to attend. Exceptions will be made for emergencies. If Monday meetings cannot be attended in-person by a team member they should inform the team and attend virtually. However, every effort should be made to attend Monday meetings in-person. Friday meetings can be rescheduled on an as-need basis if a team member is unable to attend the regular time.

Running meetings:

Monday (5-7pm) meetings will take place on Scarborough Campus, in-person, in the IC 406 computer lab. All team members will make every effort to attend meetings in person; or will notify the team in advance if they will be attending virtually due to unforeseen circumstances.

Friday (4-5pm) meetings will be conducted over Discord voice call. Marwa Khadra will be taking minutes. Minutes will be posted in the group repository.

Meetings preparations:
Team members should arrive at meetings with a status update on the tasks they are working on, prepared to complete the planned group tasks, and with access to shared files - either laptop or lab computer.

Version Control:
Team members should use frequent commits to save significant changes or additions to the project. Log messages should be detailed and specific to the changes or additions made.
All pull requests should have all team members listed as reviewers on GitHub so that each team member receives a notification of the pull request. However, only two team members need to review the pull request prior to merging to master. The team members who review pull requests should comment on it either in GitHub or on the team chat.

Division of work:
Work will be divided into compartmentalized sections so that team members can each work on separate sections without suffering delays while waiting for other members to complete their tasks. Team members will be given the option of choosing their own sections, therefore deciding for themselves what they will work on. Team members will make every effort to divide the work evenly.

Submitting Deliverables:
The team will have everyone do a general overview of the submission to check for errors and confirm details. Once everyone has agreed to the submission, Yaaliny Balachandran will submit the final documents on GitHub. In the event that Yaaliny Balachandran is not able to make the submission, Marwa Khadra will submit.

Contingency Planning:
If a team member drops out, they will inform the rest of the team ASAP via the team chat. An emergency team meeting will be called, and their tasks and responsibilities will be redistributed amongst the remaining team members. A TA will be consulted/informed and the instructor will be informed via email.
If a team member cannot complete tasks on time due to illness, they will inform the team via the team chat ASAP. An emergency team meeting will be called, and their tasks will be redistributed as needed.

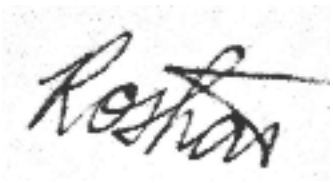
If a team member consistently misses meetings (3 consecutive meetings or 4 non-consecutive meetings) the team will reach out and the absentee member will be offered an opportunity to explain their absences. If necessary, team meetings can be rescheduled. If the team member becomes unreliable due to their absences or they begin ignoring team messages for an extended period of time (3 days) a TA will be asked to assist, and the instructor will be informed via email.
If a team member is academically dishonest, a TA will promptly be asked to assist, and the instructor will be informed immediately via email or in-person (whichever is faster). There will be no recourse since the team member will be potentially endangering the grades of everyone else in the team.

Coding Conventions

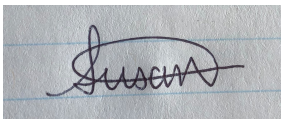
Code readability is a priority. Team members will make use of whitespace and comments to ensure code is readable. Comments should provide an overview of what the code does and why it is needed. Comments should avoid providing a specific play-by-play of the code (e.g. //set x to 3; x=3).
Authors will be the primary team members responsible for debugging their own code. If a team member finds a bug in someone else's code it is the author's responsibility to fix the bug (with the exception of small syntax errors that can be fixed quickly).

We accept these guidelines and intend to fulfill them (sign below):

Roshan Suntharan:

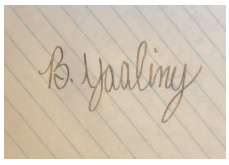


Susan Wang:



Marwa Khadra:

Yaaliny Balachandran:



Gowthami Palle: