

# Development Plan

## ProgName

Team #, Team Name  
Student 1 name  
Student 2 name  
Student 3 name  
Student 4 name

Table 1: Revision History

Date	Developer(s)	Change
Date1	Name(s)	Description of changes
Date2	Name(s)	Description of changes
...	...	...

[Put your introductory blurb here. Often the blurb is a brief roadmap of what is contained in the report. —SS]

[Additional information on the development plan can be found in the [lecture slides](#). —SS]

## 1 Confidential Information?

[State whether your project has confidential information from industry, or not. If there is confidential information, point to the agreement you have in place. —SS]

[For most teams this section will just state that there is no confidential information to protect. —SS]

## 2 IP to Protect

[State whether there is IP to protect. If there is, point to the agreement. All students who are working on a project that requires an IP agreement are also required to sign the “Intellectual Property Guide Acknowledgement.” —SS]

## 3 Copyright License

[What copyright license is your team adopting. Point to the license in your repo. —SS]

## 4 Team Meeting Plan

[How often will you meet? where? —SS]

[If the meeting is a physical location (not virtual), out of an abundance of caution for safety reasons you shouldn’t put the location online —SS]

[How often will you meet with your industry advisor? when? where? —SS]

[Will meetings be virtual? At least some meetings should likely be in-person. —SS]

[How will the meetings be structured? There should be a chair for all meetings. There should be an agenda for all meetings. —SS]

## 5 Team Communication Plan

[Issues on GitHub should be part of your communication plan. —SS]

## 6 Team Member Roles

[You should identify the types of roles you anticipate, like notetaker, leader, meeting chair, reviewer. Assigning specific people to those roles is not necessary at this stage. In a student team the role of the individuals will likely change throughout the year. —SS]

## 7 Workflow Plan

- How will you be using git, including branches, pull request, etc.?
- How will you be managing issues, including template issues, issue classification, etc.?
- Use of CI/CD

## 8 Project Decomposition and Scheduling

- How will you be using GitHub projects?
- Include a link to your GitHub project

[How will the project be scheduled? This is the big picture schedule, not details. You will need to reproduce information that is in the course outline for deadlines. —SS]

## 9 Proof of Concept Demonstration Plan

What is the main risk, or risks, for the success of your project? What will you demonstrate during your proof of concept demonstration to convince yourself that you will be able to overcome this risk?

## 10 Expected Technology

[What programming language or languages do you expect to use? What external libraries? What frameworks? What technologies. Are there major components of the implementation that you expect you will implement, despite the existence of libraries that provide the required functionality. For projects with machine learning, will you use pre-trained models, or be training your own model? —SS]

[The implementation decisions can, and likely will, change over the course of the project. The initial documentation should be written in an abstract way; it should be agnostic of the implementation choices, unless the implementation choices are project constraints. However, recording our initial thoughts on implementation helps understand the challenge level and feasibility of a project.

It may also help with early identification of areas where project members will need to augment their training. —SS]

Topics to discuss include the following:

- Specific programming language
- Specific libraries
- Pre-trained models
- Specific linter tool (if appropriate)
- Specific unit testing framework
- Investigation of code coverage measuring tools
- Specific plans for Continuous Integration (CI), or an explanation that CI is not being done
- Specific performance measuring tools (like Valgrind), if appropriate
- Tools you will likely be using?

[git, GitHub and GitHub projects should be part of your technology. —SS]

## 11 Coding Standard

[What coding standard will you adopt? —SS]

## Appendix — Reflection

[Not required for CAS 741 —SS]

The purpose of reflection questions is to give you a chance to assess your own learning and that of your group as a whole, and to find ways to improve in the future. Reflection is an important part of the learning process. Reflection is also an essential component of a successful software development process.

Reflections are most interesting and useful when they're honest, even if the stories they tell are imperfect. You will be marked based on your depth of thought and analysis, and not based on the content of the reflections themselves. Thus, for full marks we encourage you to answer openly and honestly and to avoid simply writing "what you think the evaluator wants to hear."

Please answer the following questions. Some questions can be answered on the team level, but where appropriate, each team member should write their own response:

1. Why is it important to create a development plan prior to starting the project?
2. In your opinion, what are the advantages and disadvantages of using CI/CD?
3. What disagreements did your group have in this deliverable, if any, and how did you resolve them?

### Omar

A development plan provides structure and direction before we begin implementation. For a complex and specific project like ours, it ensures that all team members are on the same page and share the same understanding of workflow (GitHub branching, issue tracking, CI/CD, PRs) and milestones. This also helps the team keep on the same page on the project as a whole. That's why having this plan up front reduces ambiguity, prevents duplicated or conflicting work. This also helps keep us accountable as the rules for this project have been decided pretty early on. It also makes it easier to identify risks and dependencies early, so we can adjust scope if needed rather than mid-way through development. Having this as a rough blueprint for the project helps everyone stay on track and should hopefully translate to better team work and dynamic in the future.

The main advantage I find with CI/CD is the fact that everyone can see your work and that you can continuously get feedback and iterate on your work. This is great as the work continuously gets better until it is good enough for submission. Another aspect that is great is that your work is available to everyone so that way you can always see if the team is on track to finish on time or not and you can always check other people's work to give them feedback. It also makes it easier to have a final good version since you can always use a PR for that. With docs I feel like it can get a little complicated with that. Also

having different branches is a huge plus to separate the work for each person or for each category of work. The biggest downside I find is that this only works if everyone does it which isn't always the case. If someone doesn't use it often or update often then it could get a little frustrating especially since you can't see how the actual progress of the project is going so far.

Honestly we haven't had many disagreements so far. Everything has been laid out for us since this is a project from the project list. The biggest pro from that is that we don't have to make up anything ourselves since everything is laid out for us. Also I would say so far everyone has been pretty fair so whenever we come up with a rule to make things as fair as possible everyone has agreed. Everyone has also been responsive to being accountable to their work so again when we make a rule to hold everyone more accountable everyone has agreed. So far we haven't had any disagreement though surely some will pop up later in the project. I feel as though that is just the way things tend to get. And if no conflicts then for the better!

**Yousef**

**Aswin**

**Dylan**

**Umar**

## Appendix — Team Charter

[borrows from [University of Portland Team Charter](#) —SS]

### External Goals

[What are your team’s external goals for this project? These are not the goals related to the functionality or quality of the project. These are the goals on what the team wishes to achieve with the project. Potential goals are to win a prize at the Capstone EXPO, or to have something to talk about in interviews, or to get an A+, etc. —SS]

### Attendance

#### Expectations

[What are your team’s expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)? —SS]

#### Acceptable Excuse

[What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable? —SS]

### In Case of Emergency

[What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised for a team deliverable? —SS]

### Accountability and Teamwork

#### Quality

[What are your team’s expectations regarding the quality of team members’ preparation for team meetings and the quality of the deliverables that members bring to the team? —SS]

#### Attitude

[What are your team’s expectations regarding team members’ ideas, interactions with the team, cooperation, attitudes, and anything else regarding team member contributions? Do you want to introduce a code of conduct? Do you want a conflict resolution plan? Can adopt existing codes of conduct. —SS]

### **Stay on Track**

[What methods will be used to keep the team on track? How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations? What are the consequences for someone not contributing their fair share? —SS]

[You may wish to use the project management metrics collected for the TA and instructor for this. —SS]

[You can set target metrics for attendance, commits, etc. What are the consequences if someone doesn't hit their targets? Do they need to bring the coffee to the next team meeting? Does the team need to make an appointment with their TA, or the instructor? Are there incentives for reaching targets early? —SS]

### **Team Building**

[How will you build team cohesion (fun time, group rituals, etc.)? —SS]

### **Decision Making**

[How will you make decisions in your group? Consensus? Vote? How will you handle disagreements? —SS]