Management Information

Introduction

Our plan for the development of the EpidemicEagle API with a web platform for its use, involves making a high level summary of our significant goals we need to reach, and assigning them to individuals in the team. The major goals involve:

1. Choosing a tech stack for our project
2. Developing a web scraper to access websites including ProMed
3. Designing a database and connecting it to the web scraper, which will populate said database on a periodic basis
4. Developing routes for many use cases
5. Deploying the API

By taking into account the deadlines, skillsets and availabilities, our team is choosing realistic goals that provide a fair workload to each of our team members. We intend to use an Agile / Kanban development process whilst regularly meeting at least twice a week via face to face or online means, to remain adaptable to the list of evolving tasks that will arise during the lifetime of this product's development.

Team Roles

A quick conversation in our second meeting involved delegating the following roles;

Name	Position
Aaron Shek	Scrum Master, Developer, Development Tester
Sahibpreet Bassi	Product Owner, Project Manager, Scrum Master, Developer
Daniel Steyn	Developer, Development Tester
Liam Treavors	Developer, Development Tester
Mihail Georgiev	Developer, Development Tester

We have decided for everyone to be involved in the implementation of our designs, and the testing of their own specific components they implement, as they produce them.

Software Tools

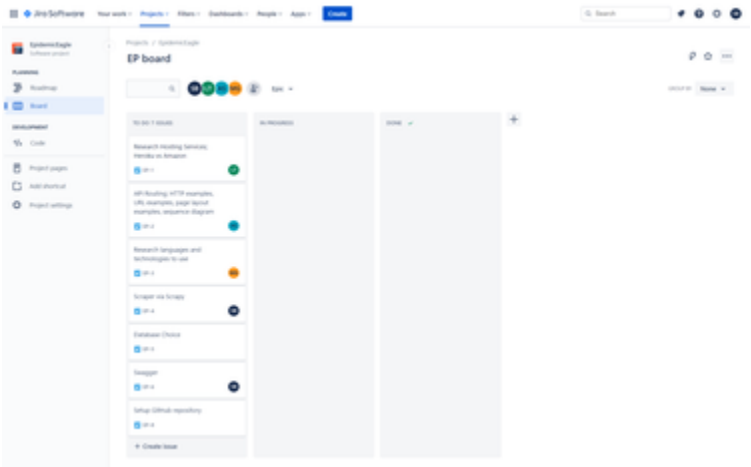
During development, our team intends to use the following software tools to manage the progress of our development more effective.

Jira

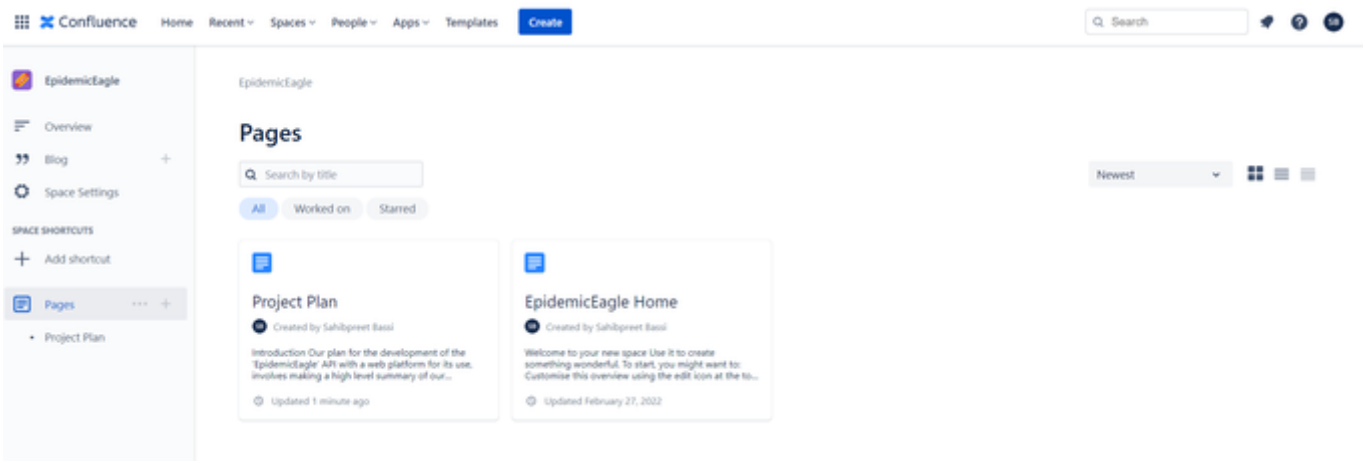
Our team is going to use Jira as our main software for managing the project. It provides many useful functions.

We intend to use 'Jira Issues' to track our work as individual items that have to pass through 'workflow steps', which is standard when Agile methodologies are being used. In addition to having individual issues, Jira can also integrate branches with GitHub directly, so that tracking code is easy.

Our main board provides transparency to make teamwork more efficient, as members understand who is doing what. The board makes checking productivity and progress easy, taking little to no effort.



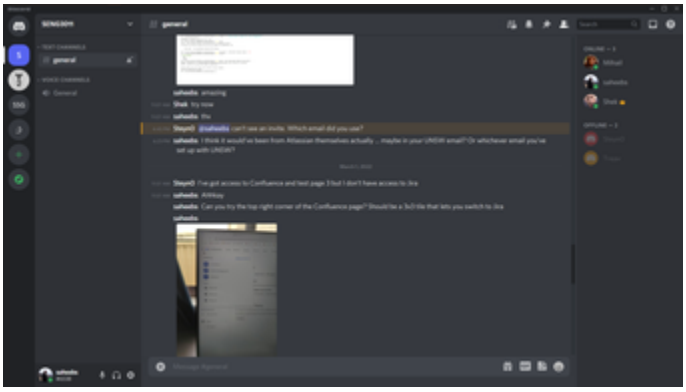
Confluence



Confluence is a new software application to all members in the group. However, the tool has built a reputation to be at the forefront when it comes to facilitating team collaboration and efficient sharing for team knowledge. Its key features focus on collaborative editing, the idea of ‘pages’ that exist in nested hierarchies called ‘page trees' to make finding work quicker, and workspaces to keep your teams organised.

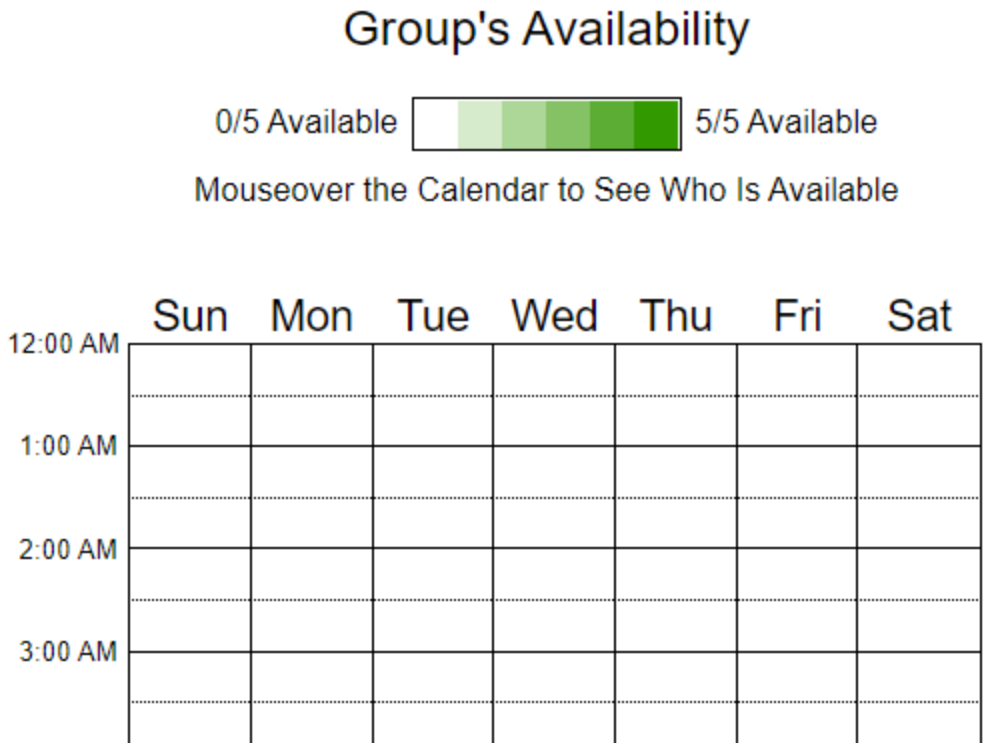
Discord

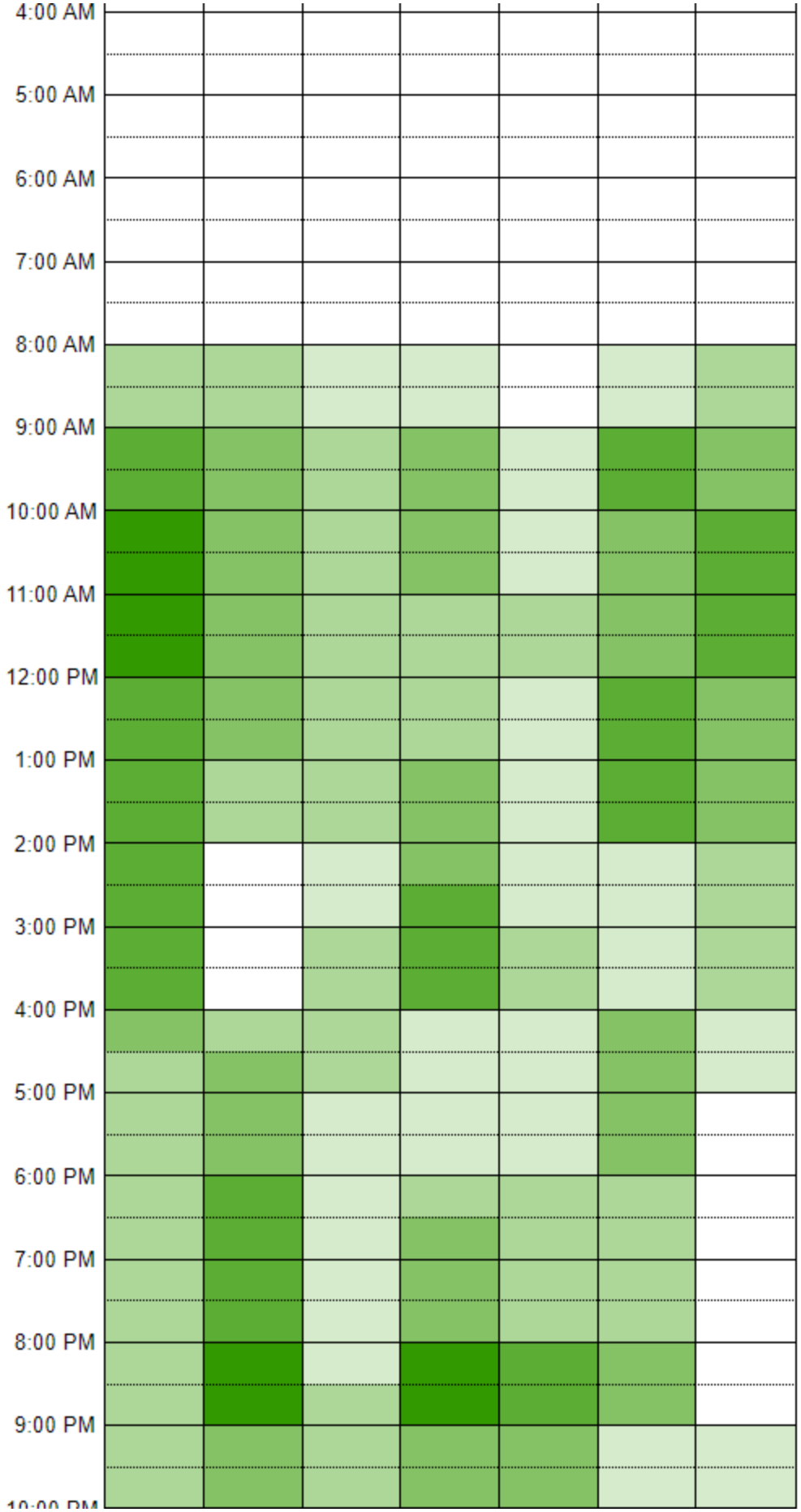
Discord is an instant messaging / voice communication platform. Our group mainly intends to use it as our primary place for general communication from our phones or laptops whether we are at home or on the go. The service allows calling, video chat, texting, from either our laptops, phones or PCs, and is overall just a very easy software solution for out team to keep in contact.



Availability Tool: “When2meet”

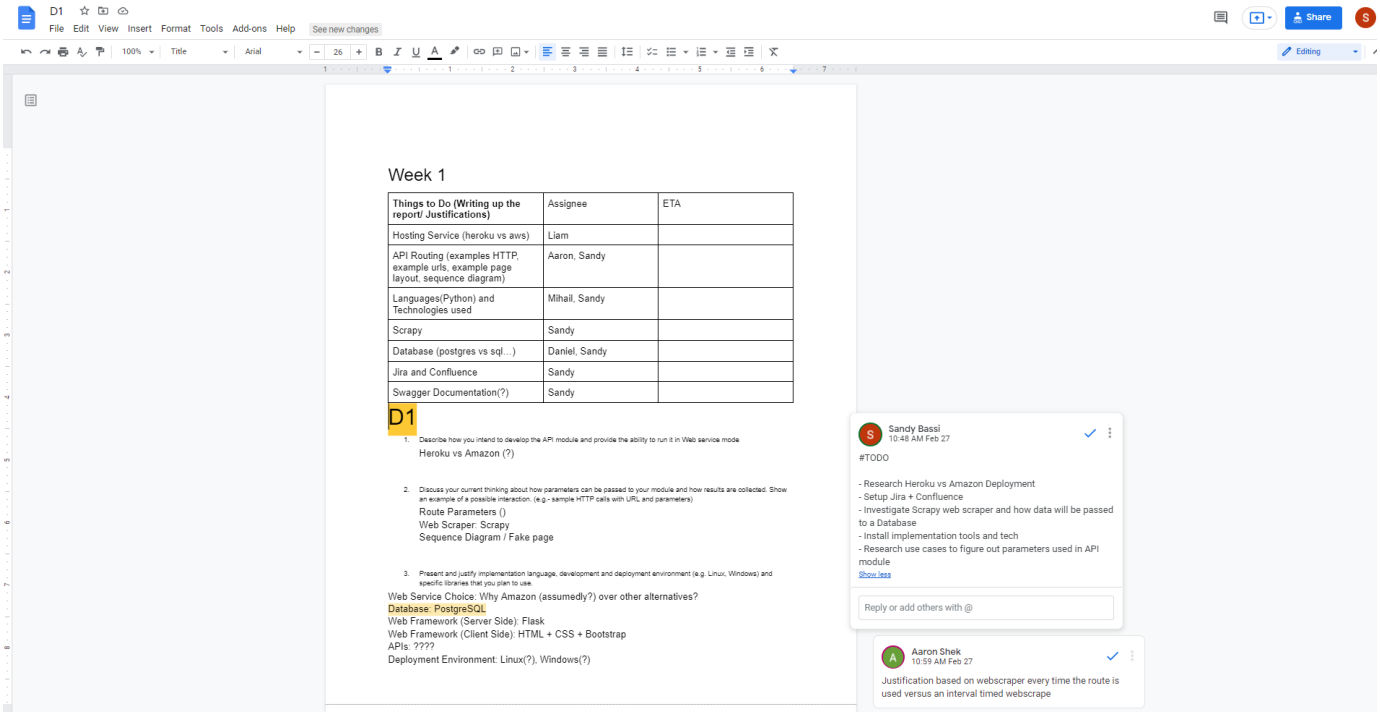
‘http://when2meet.com ’ is a website that our team uses for everyone to jot down what times they are available or unavailable so that we can find times to schedule team meetings. Currently we have scheduled our team meetings during our Tuesday mentoring sessions, and Sunday mornings.




4:00 AM
5:00 AM
6:00 AM
7:00 AM
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM
7:00 PM
8:00 PM
9:00 PM

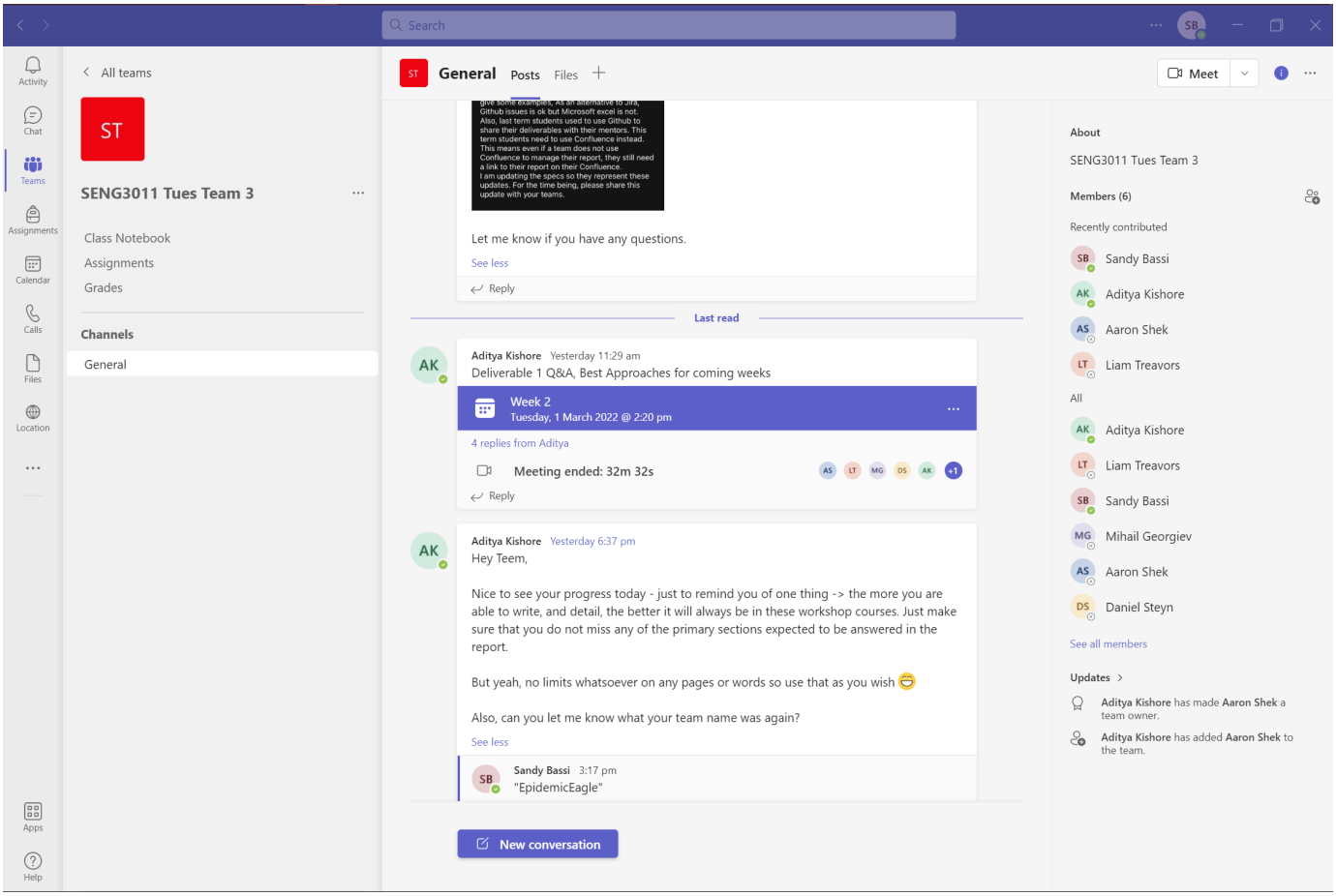
Google Docs

Currently we intend to use Confluence as our central documentation tool. However, Confluence is also a new technology that most of our team is still learning. For our initial meetings and notes, we have been using Google Docs, a free online document editor. The only reason we still used Google Docs, is because everybody in our team has been using it as a reliable solution in the past few years. Even with the intention to learn and migrate to Confluence, Google Docs still remains useful when needing to take quick notes for a meeting, or jot down quick raw thoughts.



Microsoft Teams

Microsoft Teams is our official group communication platform, unlike our informal discord. Here we meet weekly with our mentor for Q&As, video calls, and presentation in a business like manner.



Deliverable 1

For Deliverable 1, we assigned tasks according to the predetermined roles. Since code development was not needed for this deliverable, they were assigned to help with the report.

Things to Do	Assignee	ETA
Design Details	Aaron	2/03/2022
Hosting Service	Liam	3/03/2022
API Routing (examples HTTP, example urls, example page layout, sequence diagram)	Aaron, Daniel	3/03/2022
Languages(Python) and Technologies used	Mihail, Sandy	3/03/2022
Scrapy	Sandy	3/03/2022
Database	Daniel, Sandy	3/03/2022
Jira and Confluence	Sandy	3/03/2022
Swagger Documentation(?)	Sandy	3/03/2022