
Team Setup

Team: L02_04

Alley Dismay, Ka-Kit Jason Cheung, Pak Sun (Harrison) Fok, Zenan (Will) Ji, Zongyang (Eddie) Li

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Team Information, Goals and Strengths

Team Name: Xpreme

Team Logo:



Team Goals:

The goal of our team is to produce a working, proof of concept product to meet our client's specifications and exceed their expectations. This goal includes developing a product that will hopefully replace the current, archaic WebWork website that allows professors to generate questions for students to answer based on STAB22 course material, while keeping track of their score. The new product will have the same core functionality as WebWork, but have a more modern and intuitive program to simplify our client's usage. Another team goal is to follow the best software development practices and processes presented in CSCC01 to ensure a thoughtfully built product that is right for our client's needs.

Team Strengths:

Through our first couple of meetings, we've realized that one of our best non-technical strengths is our ability to collectively create an environment where each member can openly share and communicate ideas without being shut down or judged. This is crucial because our diverse backgrounds and experience allow us to think about problems from different perspectives, resulting in many more possible solutions to explore.

Our team's technical strength is building software in the Python language. This comes from the fact that we have all taken and excelled in CSCA08 and CSCCA48, built side projects with Python, and have competed in hackathons with Python. Another technical strength of the team is the ability to do front-end web development in HTML, CSS and Javascript. This is because 2 of 5 members have completed work terms dealing with front-end web development and the remaining have taken the role as front-end web developer for hackathons and side projects.

Team Photos

(Photo of Xpreme)



(Photo of Xpreme with food)



Team Member Biographies



Name: Ka-Kit Jason Cheung

Contact Information:

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416-318-1928

Biography:

Hello, my name is Jason. I am a second-year Computer Science student specializing in Software Engineering at the University of Toronto (Scarborough). My technical passion is discovering and experimenting with new frameworks that are constantly being released. My proficiency is in full stack web development and I am most experienced in the Ruby on Rails framework. Over the last year, I have built Content Management System web apps as well as blogs using Ruby on Rails, HTML, CSS, JS that interact with relational databases like MySQL. When I'm not working on academics, I find time to attend hackathons as much as possible. This is because of the community and learning opportunities that these events provide. I love to challenge myself and hackathons allow me to do that with the given time constraints and challenges.

Team Member Biographies



Name: Pak Sun (Harrison) Fok

Contact Information:

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647-618-0590

Biography:

My name is Harrison. I am a third year Computer Science Co-op student at the University of Toronto at Scarborough, and I am specializing in Software Engineering. Up till now, I have completed two work terms: one at Canadian Imperial Bank of Commerce (CIBC) as a Test Analyst and another at York Region District School Board (YRDSB) as a Programmer. At CIBC, I was exposed to automation, during which I used HP QuickTest Professional. On top of fixing issues with 8 automation scripts used by the Quality Assurance department, I wrote 13 more for them to perform other functions. At YRDSB, I used SQL Server Reporting Services (SSRS) and implemented a stored procedure for generalizing the list of IB students based on given parameters. Not only that, I also designed and developed a web application using HTML, CSS, JavaScript, Bootstrap, jQuery, and C#. The web application was then deployed on the YRDSB site and was used for displaying daily Outlook appointments on a television.

Team Member Biographies



Name: Ji Zenan (Will)

Contact Information:
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416-857-5255

Biography:

Skills: C, Java, Python, HTML

Characteristic: I learn things rapidly, and am good at working in a team. I regularly communicate with teammates so that we could finish the work more efficiently. I usually come up with brilliant ideas to make the project or product more exclusive and attracting.

Experience: I had the opportunity to work for the Nanjing Traffic Design company (2017.6-2017.8). During that job, I wrote and debugged code for the Nanjing traffic managing website. The website was built with JavaEE, so I self-learned for a week and immediately knew how to write the code properly. I developed the parking system for several parking places, and improved the efficiency allowing cars to enter the parking place easier and more time-efficient. At university, I built the fight app during B07 with classmates. I communicated well and had learned how to work as a team.

Team Member Biographies



Name: Zongyang (Eddie) Li

Contact Information:

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647-866-8837

Biography:

I am a university undergraduate student and specialize in Management Information Technology program in UTSC. I learnt management skills and computer science concepts at the same time. In the past 2 years, I learned accounting, finance, economics, marketing, as well as computer science knowledge include python, java, C, and web app. I have done many presentations in my management class, so this is one of my advantages compared to Computer Science students. I had a strong interest in Computer Science when I was in high school, but I chose the MIT program so that I could incorporate management concepts into Computer Science. I believe I can learn it well based on my personal interest. In my spare time, I like to play skateboard in Skate Park or play some video games with my friends at home. When I graduate, I hope I can work in a company that need both management and Computer Science skills.

Team Member Biographies



Name: Alley Dismay / Andy Lam

Contact Information:
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647-606-1588

Biography:

My name is Andy. I'm a third year student at the University of Toronto, Scarborough Campus. I am majoring in English and double minoring in Computer Science and Applied Statistics. I have experience with Java, C, HTML, CSS, and Python. My experience with Python and C is in the areas of file manipulation. I also have experience with making webcrawlers in Python. With HTML and CSS, I can create webpages presenting data formats that are pleasant to read and easy to understand, according to requested specifications. Given a problem, I can quickly formulate a plan on how to solve it, given the tools at my disposal. I'm also fairly proficient in debugging software, and writing code understandable at a quick glance.

Team Agreement

Methods of Communication:

The primary method of communication will be via Slack. Secondary communication will be done through Facebook, Phone Calls, Text Messages, or Email for urgent messages that require an immediate or close to immediate reply.

Communication Response Time:

The expected response times on Slack are by the end of the day, unless otherwise stated during urgent situations. If team members do not respond in the Slack workspace by the end of the day or as stated, secondary communication will be used and the expected response time will be end of the day for Facebook or Email and within the hour for phone calls and text messages.

Regular Meetings:

Regular meetings are mandatory weekly meetings that will happen every Tuesday after 2pm for 2 - 3 hours to discuss anything related to the project sprint and project in general. The main purpose of this meeting is to go through what was completed in the previous sprints and going forward, how we will proceed as a team. Any concerns regarding the project should also be brought up during this time. These meetings will be face to face and take place in the BV 4th floor study areas. All members must be present, unless there is a valid reason. There is 1 weekly mandatory meeting, however more will be added as required depending on the nature of the project and the team's progress. There will also be mandatory weekly face to

face meetings with the TA during TBD. These meetings consist of updating the TA on our current progress and discussing our next steps to take in the project.

Meeting Attendance:

There is 1 weekly mandatory meeting every Tuesday after 2pm with the team and 1 weekly mandatory meeting with the TA as stated above. All members are expected to arrive on time to all meetings. If a member is late to 3 consecutive meetings, the consequence will be the same as if the member skipped a meeting. Attendance to this meeting is mandatory unless there is an emergency or valid excuse to not attend. If a member decides they are unable to show up to the mandatory weekly meeting, they will notify the entire team via the Slack workspace at least 24 hours in advance from when the meeting will take place (i.e. Notify by Monday 2pm if the meeting is on Tuesday 2pm). The validity of a team member's excuse for absence must be recognized as valid by at least 2 of 4 remaining team members. If the excuse is not deemed valid and the member decides to not show up, the consequences will be the same as if the member just skipped. If a member decides to skip a meeting, they will bring a snack for everyone in the next meeting. If a member continuously skips meetings without a valid excuse, this issue will be forwarded to the TA and/or Course Instructor to be dealt with.

Running Meetings:

The weekly mandatory meetings on Tuesday after 2pm will take place at the BV 4th floor study space. These will be face to face meetings and Jason will take minutes for these meetings. If more meetings are required as stated in the Regular Meetings section, they may be conducted online or face-to-face as collectively decided by the entire team. During the weekly face-to-face TA meetings, they will take place at the location determined by the TA. Minutes will be taken by Jason. The time of these TA meetings is TBD but will be the collectively decided time slot by the team and TA. All minutes taken at meetings will be sent to the team in the Slack workspace.

Meeting Preparation:

For each weekly mandatory team meeting, all members must be prepared with any code or materials that will need to be addressed during the meeting, if any. For the mandatory weekly TA meeting, each person must go through a code review for all new code that has been added. This is to ensure that all members have an understanding of the project's current state and will be prepared to confidently answer any questions the TA has about the project. Any members that have skipped a meeting must be prepared to bring snacks to the following meeting.

Version Control:

We will be using Git and Github for version controlling our project. Each team member will have their own branch in the form of <name_branch> to work on new features of the project. When merging, team members must merge the master with their own branch, solve conflicts, and then merge this branch back to the master. Only code that is fully documented and tested will be committed and pushed to the repository. Communication is key! Before merging, the team member must notify the rest of the team that they are doing so. Any commits must be accompanied by descriptive and concise messages that identify what was changed in the code.

(ie. “Fixed bug” is a bad commit message.

“Fixed algorithm in sort_func() that was sorting in the wrong order in Sort.java” is a good commit message.)

Division of Work:

Since we will be working with an agile development methodology, SCRUM, work will be divided as per SCRUM. This means that tasks will not be assigned by one person to another, but rather taken by each member. Once a task is taken by an individual, this will be noted on the Trello board that will keep track of development. Each member in the team must have equal responsibility. If a member decides they cannot complete one of their tasks for a valid reason, they cannot abandon this task unless it is picked up by another team member. This must be expressed explicitly and made aware to the entire team. Each

member is responsible for fully testing and documenting their own code before merging to the master branch.

Submitting Work:

Any work that will be submitted must be done so by midnight before the deadline. (ie. If the actual deadline is Monday 5pm, work must be submitted by Sunday 11:59pm). Any deliverable that requires only 1 person to do the submission, such as the team setup deliverable, will be done by Jason. In this submission type, Jason must notify all members when that the deliverable is submitted. Each member is responsible for merging his or her code to the master branch when code is done. The definition of done is when code is fully functional, tested, and documented. Each member is also responsible for letting all team members know when they merge their branch with the master branch. Any reports must be reviewed by each member and all code must go through a code review before submission.

Contingency Plan:

If a team member decides to drop the course, then work will be redistributed equally amongst the remaining team members. If a team member is sick for a significant period of time, the member will continue to work on their tasks to the best of their ability, but are excused from the weekly mandatory team meeting. If the member believes they are too sick to finish their remaining tasks, they must let the entire team know at least 24 hours before the deadline set out in this working agreement (Sunday 11:59pm). ie. Sick member must tell the team by Saturday 11:59pm if they aren't able to finish any of their tasks. This allows for redistribution of tasks and time to complete these unfinished tasks. If a member consistently misses meetings without a valid reason, they will be contacted via primary and secondary communication methods. Two messages will be sent with at least an 8 hour interval between each. If there is no response by the end of the day, then this issue will be forwarded to the Teaching Assistant and/or Professor to be dealt with. If a member discovers any academic dishonesty in another member's work, it is their responsibility to report it to the rest of the team. The work will then be reviewed by the entire team and the appropriate changes will be made before submission. If a member discovers academic dishonesty in already submitted work, they must notify the team and

contact the Teaching Assistant and/or Professor so that the appropriate actions can be taken. Any disagreements with decision making will prompt a team vote. The team vote will be the final decision.

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

