

How will you communicate with teammates you depend on? Describe specific tools or settings.

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| <ul style="list-style-type: none">● Communication between teammates outside of team meetings will be facilitated through Facebook messenger group chat.<ul style="list-style-type: none">○ Specific team members should be notified in messages using the @ symbol to tag them if needed○ Comments on the Github repository should be posted as an issue on Github and assigned to the specific person.<ul style="list-style-type: none">■ Team members can ask to be reassigned to a different issue. |
| <ul style="list-style-type: none">● Communication between pair programming partners will be through Facebook messenger.<ul style="list-style-type: none">○ During pair programming sessions, partners will be working together in a setting where they are able to use an HDMI cable to connect to a larger monitor. |

What coordination and planning practices will you follow? Identify daily scrums, sprint planning meetings, ad hoc meetings, or other ways of coordinating work.

Written Deliverables

- Part of the work is completed during class meetings
- Work distribution: Split evenly among group members
 - Sometimes the distribution might vary according to person's expertise.
- Any revisions / updates to the deliverables must be run by the Project Manager and other group members.

Weekly Meetings

- Tuesdays at 10:30 AM
- Break down:
 - First 20 minutes: An update from each person in the group (progress / issues)
 - The rest of the time will be used to work together to move forward.
 - We will conclude the meeting assigning new tasks for every team member.

Pair Programming Sessions

- Fridays at 3:30 PM

- Break down:
 - Pair programming partners will meet and work together in a facility where they will have access to an external monitor.

Sharing Code

- We've been pushing code to a feature branch first which is later merged into master after making sure that it doesn't break anything.
- Team members can assign pull requests for specific members to review.
- Since we all don't share the same Amazon account, we made a separate directory for all the Alexa code on our repo.
 - Team mates will be able to upload the code files into AWS Lambda Console and run the skill.

Who will own each of the components in your architecture?

| Component | Team Members | Past Experience / Expertise |
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| UX Design for the Webapp | Assigned to: Harry (lead), rest of the team Status: In progress | <ul style="list-style-type: none"> • Harry is pursuing the HCI track in INFO • Harry has experience with web development |
| Branding for the Webapp | Assigned to: Harry CSS Styles: In progress | |
| Webapp | Assigned to: John, Anton (Leads) <ul style="list-style-type: none"> • Signin: Complete • Tasks + Users View: Yet to start | <ul style="list-style-type: none"> • John and Anton have used React.js to build complex webapps before. |
| Sign up + Alexa Account Linking | Assigned to: Robin, Harshitha Status: Yet to start | <ul style="list-style-type: none"> • Harshitha is working on a Codecademy course on Alexa Skill Development. • Robin and Harshitha have also looked into several online tutorials to help with Alexa development. |
| Alexa Intents: <ul style="list-style-type: none"> • Default intents • getTask • markAsComplete | Assigned to: Robin, Harshitha Status: In progress | |

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| Abstraction for writing to Firebase | Assigned to: Harshitha Status: In progress | <ul style="list-style-type: none"> Harshitha has worked with Firebase on a couple of occasions. |
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By what date will you have a fully-built (but likely buggy) release candidate?

- Buggy Release Date: May 23, 2018
- List of to-be completed components
 - Alexa Skill Setup
 - Alexa Skill Intents (Functions)
 - Alexa Skill Account Linking
 - Web App Sign Up / Sign In
 - Firebase Connections
 - Web App Lists and Editing
- For a general timeline, please refer to this calendar:
<https://tinyurl.com/info461schedule>

What practices will you use to know if you're making progress toward that release candidate?

- Calendar: <https://tinyurl.com/info461schedule>
 - We will use this calendar to keep track of our weekly progress
 - Team members are required to document their progress on the tasks assigned to them.
- Weekly Meetings
 - We will use the weekly meetings as an opportunity for team members to report progress or issues in completing their tasks.
 - Our Facebook messenger group chat is also available to ask for assistance and advice outside of any meeting times.
- List of use cases to be fulfilled

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| Webapp | <ul style="list-style-type: none"> I can log in to the web app without any trouble. I also have the option to recover my password. The signup page makes it clear that users can only sign up using the link from the Alexa skill I can add and remove roommates to / from my group |
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| | <ul style="list-style-type: none"> ● I can add and remove tasks from my group ● I can assign tasks to each individual group member. |
| Alexa skill | <ul style="list-style-type: none"> ● I can launch the skill on Alexa ● I can learn about the different ways of interacting with the skill ● I can ask ohana to get me a list of my roommates ● I can ask ohana to tell me the task assigned to me ● I can tell ohana to mark a task as complete |

What practices will you follow to improve your process if it's not working?

Process issues

- We will reflect on our current process and make revisions accordingly.
- We will check to see if there is any improvement over a couple of days.
- If not, we will approach Zubin / Andrew for feedback on how to improve our process.

Technical Issues

- We will have members contact other team members for help.
- Team members will also be encouraged to do research online (Stack overflow, tutorials, youtube videos etc)
- If that doesn't work we will make time to go to Zubin or Andrew.

Contribution Issues

- We will have the specific team member have a chat with the PM about their situation.
- The PM will identify a specific work plan for the team mate.
- If that doesn't work, we will approach Zubin to ask for help in dealing with the situation.