

Table 1: Revision History

Date	Developer(s)	Change
September 26, 2016	Eric Chaput	Created Draft 1
September 27, 2016	Kelvin Lin	Modified Team Meeting Plan for Draft 2

SE 3XA3: Development Plan

Genetic Cars

Team 8, Grate
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The following document details the development plan for Team 8's Genetic Cars.

1 Team Meeting Plan

1.1 Overview

Team 8's meetings will resemble a modified version of daily scrum meetings; however, instead of holding daily scrum meetings, they will be held weekly. Team 8 will structure 3 meetings each week, with the first meeting requiring full attendance of all members, and the remaining 2 requiring members to attend as needed. The first meeting will resemble the daily scrum meeting, while the latter two meetings will resolve issues and difficulties mentioned in the former meeting.

1.2 Meeting Structure

Team meetings will be held three times per week: on Monday from 7:00PM to 8:00PM, on Wednesday from 8:30AM to 10:30AM, and on Fridays from 2:30PM to 4:30PM. On Mondays, the team meetings will be held in a meeting room at McMaster University. Kelvin Lin will be responsible for booking the meeting rooms, and releasing the meeting location 1 week before the meeting date. The meetings on Wednesday and Friday will be held in ITB 236.

The meetings on Mondays will be used to aggregate the achievements and difficulties of the previous week, and to plan for the upcoming week. Members will be presented with the opportunity to discuss any achievements and difficulties he encountered while working on his tasks. A list of difficulties will be created; however, there will not be an in-depth investigation or resolution of the aforementioned difficulty. For each issue mentioned, a list of team members who are qualified to solve the problem will be created, and a member from that list will be chosen to investigate that problem. A meeting will be held on the

subsequent Wednesday or Friday in order to discuss the resolution or further issues pertaining to that problem. The meetings on Monday will conclude with a list of tasks each member is responsible for in the upcoming week.

The meetings on Wednesdays and Fridays will be used to address specific decisions pertaining to the project deliverables. Topics will include making specific design decisions, resolving issues mentioned on Monday's meeting, resolving any issues discovered throughout the week, and addressing any intergroup problems. To account for in-lab activities, the meetings will be divided into sub-meetings, and members will only be required to attend meetings that concern aspects of the tasks that they are working on. Members can work on the in-lab activities when they are not in a meeting.

1.3 Components of Meetings

Key components of team meetings include the chair, the agenda, the scribe, and the meeting minutes.

1.3.1 The Chair

The chair will be responsible for organizing the topics to be discussed at the meeting and orchestrating the flow of the meeting. Before each meeting, the chair is responsible for creating an agenda for the meeting. During the meetings, the chair has an obligation to maintain a neutral front; the chair exert his authority to favour one side of an issue over the other side of the issue. However, the chair will have the authority to defer topics that threaten the overall structure of the meeting: if a topic exceeds the allotted time for discussion or if an unforeseen issue arises from a predetermined topic, the chair has the authority to defer the topic to a future meeting. The chair will not have the authority to veto decisions made by the team, nor will the chair's opinion be valued more than the other members. At the end of each meeting, the chair is responsible for establishing the next meeting date and making the appropriate reservations for a meeting space. Unless otherwise noted, Kelvin Lin will be the chair of the meetings.

1.3.2 The Agenda

The agenda is a written document to be written in L^AT_EX. It details the topics to be covered in an upcoming meeting. At a minimum, it must provide a numbered list of topics to be covered, as well as a brief summary of each topic. The summary can be a point list. The agenda should be released to all team members before each meeting.

1.3.3 The Scribe

The scribe of the meeting will be responsible for taking appropriate notes at the meeting. Before each meeting, the scribe must prepare the appropriate equipment needed to take notes. This could include, but is not limited to, laptops,

notebooks, pens, pencils, and paper. If possible, the scribe should obtain a copy of the agenda from the chair. During each meeting, the scribe has the obligation to keep accurate, unbiased notes that provide a faithful representation of the meeting. All events and decisions must be recorded in a manner so that they can be referenced in the future. Attendance, and future meeting dates should also be recorded. After each meeting, the scribe is responsible for formalizing the notes into meeting minutes. Unless otherwise noted, Jin Liu will be the scribe of the meetings.

1.3.4 The Meeting Minutes

The meeting minutes is a written document to be written in \LaTeX . It is a formalization of the notes taken by the scribe during each meeting. The meeting minutes can be appended to the corresponding meeting agenda of the same date. At a minimum, the meeting minutes must contain three sections: a section to detail the key points of the conversation during each topic of discussion, a summary of the key decisions made during each meeting, and a list of tasks each member is responsible for before the next meeting. The meeting minutes should be released to all team members before the start of the next meeting.

1.4 Emergency Provisions

In the unlikely event of an emergency, impromptu meetings can be held on Thursdays 12:30PM to 1:30PM, at a location to be determined. All members are expected to be present at emergency meetings. Depending on the urgency of the meeting, an agenda for the meeting may not exist; however, the scribe will still be responsible for taking notes and releasing meeting minutes after the meeting. Topics at emergency meetings will only pertain to issues at-hand: that is, no long-term planning will be done at emergency meetings unless otherwise required by the deliverable. If required, additional meetings can be scheduled through the Facebook Messenger platform on an as-needed basis.

2 Team Communication Plan

Team communication is to be facilitated online and in person. Team meetings will be conducted as outlined in section 1 of this development plan. Documents are to be shared through GitLab as is dictated by the course. Facebook group chat will be used as the primary means of communication, and all group members are aware of fellow members e-mails and phone numbers if those are necessary.

3 Team Member Roles

4 Git Workflow Plan

5 Proof of Concept Demonstration Plan

6 Technology

This project will use technology that all group members are already familiar with on a basic level. The project itself will be coded in Java Script, however all group members understand that Java may be used if Java Script proves too difficult to use for this project. All group members are familiar with both of these languages and no further learning will be required. Grates graphics expert is also adept at creating graphics in Java Script. Written reports and documents will be generated through Latex, a technology being taught in the 3xa3 course, and documents and reports will be shared through Git, another technology being taught in the 3xa3 course. The technology expert will ensure that all group members are aware of how to use these technologies. Testing will be aided by the use of Javas built in unit test functionality.

7 Coding Style

Coding will be styled primarily as has been taught by the software engineering program at McMaster University. Grate will undertake an object oriented programming approach to achieve maximum modularity and information hiding. The team shall also ensure that the code meets several aesthetic guidelines outlined here. All code is to be well commented, with comments being placed before the code. Comments are to be written with the understanding that they should be concise and easy to comprehend by outside parties. Brackets will not receive their own line simply for the sake of consistency across the entire groups work.

8 Project Schedule

Provide a pointer to your Gantt Chart.

9 Project Review