GlucoPredict – AI Powered Diabetes Predictor

Project Policy Document

Submitted by

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1. **Introduction**
This document outlines the key operational and procedural policies governing the GlucoPredict project. These policies are established to ensure effective teamwork, consistent project practices, secure handling of sensitive data, and high-quality deliverables throughout the project lifecycle.

2. **Purpose**
    1. The purpose of this policy document is to:
    2. Establish clear expectations for all project participants.
    3. Define processes for software development, testing, documentation, and issue management.
    4. Promote accountability, maintain quality standards, and manage project risks effectively.

3. **Scope**
    1. This policy applies to:
    2. All project contributors, including developers, ML engineers, testers, and academic supervisors.
    3. All activities related to system design, AI model development, mobile app implementation, testing, deployment, and documentation.

4. **Communication Policy**
    1. All communication within the team must be clear, professional, and properly documented.
    2. Primary communication channels:
        i. Email: For official updates, decisions, and deliverable submissions.
        ii. WhatsApp/Instant Messaging: For daily coordination and quick queries.
        iii. Weekly meetings: For progress reviews, sprint retrospectives, and planning.
    3. Major project decisions must be recorded in meeting minutes or shared documentation.

5. **Code Management Policy**
    1. All source code must be maintained in the designated GitHub repository.
    2. Commits should be made frequently with clear, descriptive messages.
    3. New features and fixes must be developed in separate feature branches.
    4. Merging into the main branch requires peer review and supervisor approval.

6. Testing Policy
1. Each feature and module must be tested against its defined test cases before marking it complete.
2. Mandatory testing types:
    i. Unit Testing
    ii. Integration Testing
    iii. System Testing
    iv. User Acceptance Testing (UAT)
3. All test results must be documented and shared within the team.
4. No code or feature is considered complete until it successfully passes all relevant tests.

7. Documentation Policy
1. All software modules, APIs, and ML models must be thoroughly documented.
2. Documentation must be updated whenever changes are made to the system.
3. User manuals, API references, and final reports should be maintained consistently throughout the project lifecycle.

8. Issue and Risk Management Policy
1. All project issues, bugs, and risks must be logged in a shared issue tracking system or document.
2. Each issue must be assigned an owner, priority level, and expected resolution timeline.
3. Critical issues and risks must be escalated to the project supervisor immediately for timely resolution.

9. Security and Confidentiality Policy
1. Sensitive data such as user health records, login credentials, and API keys must be securely stored and never hard-coded into source files.
2. Access to cloud services (AWS, Firebase) and production environments is restricted to authorized developers.
3. No team member may share confidential project information, data, or reports with external parties without supervisor approval.

10. Compliance and Review

1. All team members are expected to fully comply with these policies throughout the project duration.
2. Policies will be reviewed at key milestones and updated when necessary.
3. Any non-compliance may result in corrective action or, in serious cases, removal from the project team.