

## Code of conduct

After quickly locating all team members, we immediately moved on to the initial formation of the project plan. In order to develop the main path of the cooperation, we had to discuss the basic rules that we will follow during our team meetings. Further, as this is our joint project, we developed methods to resolve disputes and make collective decisions. Last step was to find the most common way to exchange files easily and smoothly.

## Skills Audit

After conducting and analysing the Skills Audit, each team member got to know each other's strengths and weaknesses. This allowed us to assess who would be better suited to specific missions and, based on this, we allocated responsibilities within the team.

## Task Management

In order to manage our time properly and keep making progress, we decided to split our project time into two sprints. Looking at suggestions described in the Scrum Master and the time to complete the project, we set the time for each Sprint to 30 days. In the first Spring, we focused on research, acquiring the necessary knowledge and tools, but also on initial formation of our main mission as well as the individual ones. The second sprint focused mainly on using the materials already prepared and delivering the final programme.

It was very important for us to give a report at the beginning of each meeting. Thanks to the 3 questions below:

- What have you done since the last meeting?
- What will you do before the next meeting?
- Do you have any problems that prevent you from achieving your objectives?

We were able to monitor project's progress and, in the case of problems, solve them together.

We agreed with the team that the first most important missions were "Project Ideation" and "Solution Design" and they were given the earliest deadline. People assigned to these missions were supposed to prepare drafts of their projects within two weeks, which they managed to do. Finally, we were able to focus on our main mission - "Iterative Development"

## Master schedule

Our schedule was divided into 4 parts. In addition, individual deadlines were set for everyone in order to keep our project running smoothly.

### Schedule:

½ sprint – 19.03 – 31.03: Formation of the project topic. In this phase we assumed doing research for our project and preparing drafts of "Project Ideation" and "Solution Design".

1 sprint – 1.04 -20.04: The stage of preparing the environment for the code and development of the project.

1½ of sprint - 21.04 – 30.04: "Iterative development" stage. Model development, bug fixing, performance testing.

2 sprints - 1.05 – 10.04: Model training stage. At this stage we were to focus mainly on training our model and making the final touches to the project.

## Progress Report

Below are the logs from our meetings. Our main communication was on Microsoft Teams, on voice conferences.

**DATE: 12 PM 19/03/2021**

### Topics that the team successfully discussed at the meeting:

- Clarification of the project topic (drone/car object detection)
- Set dates for team meetings (Tuesday and Friday, 12 PM)
- Setting initial deadlines for individual projects & team project
- Start of work on code of conduct (agreeing on essential aspects of our cooperation: team meetings, absence notification, informing that a message has been read, location of project files [Microsoft teams & GitHub])

**DATE: 12 PM 23/03/2021**

### Topics that the team successfully discussed at the meeting:

- Further discussion on the core mission of the project (security drone)
- Research into different image detection techniques

**DATE: 12 PM 26/03/2021**

### Topics that the team successfully discussed at the meeting:

- Further discussion on image detection techniques, testing of specific ones

**DATE: 12 PM 30/03/2021**

### Topics that the team successfully discussed at the meeting:

- Quick report of all members on the progress of their tasks
- Slight deadlines correction for "Solution design"

**DATE: 12 PM 02/04/2021**

### Topics that the team successfully discussed at the meeting:

- Finding a publicly available database to use in our project (VisDrone Dataset)
- Determining the name of our programme (Glue-44)

**DATE: 12 PM 06/04/2021**

Topics that the team successfully discussed at the meeting:

- Research on pre-processing techniques
- Short meeting, progress update

**DATE: 12 PM 09/04/2021**

Topics that the team successfully discussed at the meeting:

- Establishment of the main code framework
- Research and analysis of different object detection models

**DATE: 12 PM 13/04/2021**

Topics that the team successfully discussed at the meeting:

- Overview of all missions
- Priority ranking of missions

**DATE: 12 PM 16/04/2021**

Topics that the team successfully discussed at the meeting:

- Configuration of Google Colab
- Creating a google drive to store and train our model

**DATE: 12 PM 20/04/2021**

Topics that the team successfully discussed at the meeting:

- Short meeting, progress update

**DATE: 12 PM 23/04/2021**

Topics that the team successfully discussed at the meeting:

- Model analysis and testing of model training

**DATE: 12 PM 27/04/2021**

Topics that the team successfully discussed at the meeting:

- Model analysis and testing of model training

**DATE: 12 PM 30/04/2021**

Topics that the team successfully discussed at the meeting:

- Start of final model training (Everyone trains the model in order. Once the Google Colab resources have been used, the next person should be informed.)

**DATE: 12 PM 06/05/2021**

Topics that the team successfully discussed at the meeting:

- Deciding to take an extension

**DATE: 12 PM 07/05/2021**

Topics that the team successfully discussed at the meeting:

- Quick meeting, training progress update, final touches

**DATE: 12 PM 11/05/2021**

Topics that the team successfully discussed at the meeting:

- Polishing of individual projects

**DATE: 12 PM 14/05/2021**

Topics that the team successfully discussed at the meeting:

- Quick meeting, training progress update, final touches

**DATE: 12 PM 21/05/2021**

Topics that the team successfully discussed at the meeting:

- Last meeting before handing in the work.
- Quick update
- Final touches