SiLA - Team Wombat - Home Page

Welcome to the SiLA - Team Wombat

Project Description:

This project aims to develop an Online Manuscript Submission and Peer Review Platform for the Studies in Language Assessment (SiLA) journal, operated by the Association for Language Testing and Assessment of Australia and New Zealand (ALTAANZ). The envisioned platform will replace the current email-based manuscript submission and review process with a comprehensive, streamlined, online system. This initiative seeks to enhance the efficiency of manuscript handling, review assignments, editorial decision-making, and communication among authors, reviewers, and editors.

Stakeholder:

Name	Role	Email
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Tools:

Tool	Description	Link
Confluence	Confluence is a collaboration tool developed by Atlassian that provides a platform for project teams to create, share, and manage documents and ideas in a unified space.	Confluence-Wombat
Jira	Jira is a project management tool developed designed to help teams plan, track, and manage agile software development projects.	Jira-Wombat
Github	GitHub is a web-based platform for version control and collaboration, allowing developers to store, manage, and track changes to their code projects using Git.	Github-Wombat
Figma	Figma is a collaborative interface design tool that enables designers to create, share, and iterate on user interface designs in real-time.	Figma-Wombat
Slack	Slack is a communication platform used for seamless collaboration and communication between mentors, clients, and project teams, facilitating real-time messaging, file sharing, and project coordination.	Slack-SiLa
VScode	*Visual Studio Code* is a code editor redefined and optimized for building and debugging modern web and cloud applications.	VScode

Project Overview

This section provides an overview of the project which includes SiLA Overview and Background Description and The Project Scope.

SiLA Overview and Background Description

Overview

This project aims to develop an Online Manuscript Submission and Peer Review Platform for the Studies in Language Assessment (SiLA) journal, operated by the Association for Language Testing and Assessment of Australia and New Zealand (ALTAANZ). The envisioned platform will replace the current email-based manuscript submission and review process with a comprehensive, streamlined, online system. This initiative seeks to enhance the efficiency of manuscript handling, review assignments, editorial decision-making, and communication among authors, reviewers, and editors.

Background

The SiLA journal is a renowned international peer-reviewed publication dedicated to the field of language assessment and testing. Despite its significant contributions to academia, SiLA has been operating with an email-based system for managing manuscript submissions and peer reviews. This manual process has become less efficient due to the increasing number of submissions and the intricate demands of the peer review process. The need for an automated, more organized system has become evident to ensure timely and effective management of submissions and reviews.

The Project Scope

Goals

Our goal is to establish a fully functional academic journal website that can streamline the process of manuscript submission.

In Scope

1. **User Registration and Management:**

- Implement a secure login system for authors, reviewers, and editors.
- Develop dynamic user profiles that accurately track and display individual submission histories, review assignments, and editorial decisions.

2. **Manuscript Submission:**

- The system is intended to provide a seamless submission process, ensuring that authors can easily upload their work without encountering technical difficulties. A key feature of this platform is the automatic generation and dispatch of confirmation emails to authors immediately after their submission has been successfully received.

3. **Manuscript Tracking and Management:**

- A dashboard for editors/editorial assistants to track manuscript statuses (submitted, under review, revisions required, accepted).
- Assignment of manuscripts to appropriate reviewers based on expertise. The website must ensure the author can not review their own manuscript as a reviewer.

4. **Peer Review System:**

- Double-blind review options - There will be a submission guide for authors, which reminds them that is a double-blind review, and they are not allowed to publish their personal information. In addition, authors will be required to fill out the domain conflicts when they submit their articles.
- Space for reviewers to upload their reports and recommendations.
- Communication module for reviewers to interact with editors/editorial assistants if needed.

5. **Editorial Decision-Making Tools:**

- Facilitates editors in recording verdicts and making decisions on SiLA journal submissions, offering options to accept, request revisions, or reject.
- Proactively updates authors with editorial decisions and detailed feedback, streamlining communication within the manuscript submission process.

6. **Data Security and Confidentiality:**

- Robust data protection measures to ensure the confidentiality of manuscripts and reviews.
- Implement role-based access controls to ensure only authorized users can access relevant data and functionalities. For instance, reviewers should not access other reviewers' comments, and authors should only see information related to their submissions.
- Protect data stored on servers with encryption to prevent unauthorized access.

7. **Scalability and Flexibility:**

- Ensure the platform’s architecture can easily adapt to increasing submissions and user growth
- Maintain a modular system design to facilitate easy updates and the introduction of new features

8. **Integration Capabilities:**

- Establish interfaces for integration with academic indexing and archiving services to broaden the journal’s reach.
- Ensure compatibility with existing academic software ecosystems for streamlined workflows.

9. **Analytics and Reporting:**

- Implement tools for tracking and analyzing submission patterns and review timelines, offering strategic insights.
- Enable customizable reporting features for editors to monitor and improve operational efficiency and user engagement.

Out of Scope

1. **Direct Marketing and Distribution of Published Articles**: The system will not include tools for marketing published articles or distributing them to a wider audience. This includes but is not limited to outreach campaigns, social media management, and direct email services to promote recently published papers.
2. **Financial Management Systems**: The platform will not handle financial transactions, such as processing submission fees, payments to reviewers or staff, or managing author royalties. Any monetary aspect related to the journal operations should be managed through external systems.
3. **Hosting of Non-Academic Content**: The platform will not host or support non-academic content such as personal blogs, commercial advertising, or non-scholarly material. It is dedicated solely to the dissemination and discussion of scholarly articles within the academic community.

Requirements

This section provides the detailed requirements of the project, including the system personas, user story, Do-Be-Feel, our Goal model, and Prototype and Client Requirements.

Persona

This section introduces 4 types of persona based on the discussion from the client meeting, which are author, reviewer, editor, and web administrator. Those 4 persons are also the major stakeholders in the SiLA project.

Do-Be-Feel

This section shows the motivation model for our major stakeholders which is listed above and includes their roles, expectations, and emotions.

Goal model

This section contains the Goal Model for the stakeholders which includes their roles, expectations, and emotions.

User Story

This section lists all possible user stories that our development team planned, it provides detailed illustrations and justification for the user story which includes story point, size estimation, and priority (importance).

Prototypes

This section displays the prototypes of the SiLA project that are designed on Figma. The prototypes show the home page, login page, register page, dashboard for author, editor, and reviewer, submission page, reviewing page, and chat box.

Client Requirement

This section lists the client requirements that we collect from client meetings, and we list our solution for each requirement.

Personas

The personas section mainly discusses the personas in project SiLa. From the client's description and development team discussion, there are four major stakeholders: Author, Reviewer, Editor, and Web administrator. The following pages will detailly exhibit those four personas.

Author

Nicholas Brea - Author

"Publishing the article on SiLa is one of my biggest goals in my academic life, and I'm always working hard on it."

Age: **25**
Work: **PhD candidate in the University of Melbourne**
Family: **Married**
Location: **Melbourne, Vic**

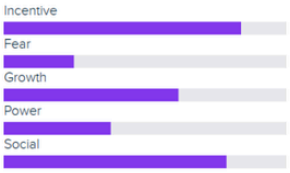
Goals

- Publishing the Article on his focused area.

Major Responsibilities

- Include research and studying for the focused area and writing the journal publishing on the SiLa.

Motivation



Physical, Social, and Technological Environment:

- Currently, study at the University of Melbourne on Campus.
- Studying and working in a research group with a professor.
- Mainly stayed in the university laboratory for the experiment, and wrote the journal in the library.

Frustration:

- Difficulty in navigating the manuscript submission interface, leading to confusion about how to properly submit manuscripts and supporting documents.
- Experiencing delays in receiving confirmation emails after manuscript submission, causing uncertainty about the submission status.
- Lack of clear communication or updates on the manuscript review process, resulting in anxiety and frustration about waiting times.

Reviewer

Snow - Reviewer

"Efficiency, clarity, and confidentiality in the review process not only save time but also uphold the integrity and quality of scholarly work."

Age: **30**
Education: **Professor**
Work: **PhD candidate in the University of Melbourne**
Family: **Not married yet**
Location: **Melbourne, Vic**

Goals

- Reviewers aim to easily access and manage their assigned manuscripts through a user-friendly dashboard that displays their current review tasks, deadlines, and statuses.
- They seek to communicate effectively with editors and authors, providing clear and constructive feedback through the platform. This includes the ability to ask clarification questions and receive updates or responses.

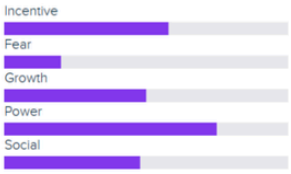
Major Responsibilities

- Conduct objective reviews of manuscripts submitted to SiLA.
- Provide constructive feedback to authors to improve the quality of their research and presentation.
- Make recommendations to the editorial team regarding the suitability of manuscripts for publication.

Physical, Social, and Technological Environment:

- Works primarily from home.
- Engages in scholarly discussions via academic forums, social media groups dedicated to language assessment, and peer collaboration.
- Familiar with using online manuscript submission and review systems and experienced with various digital communication platforms for collaborating with colleagues and participating in virtual conferences.

Motivation



Frustration:

- Challenges in matching their expertise with the assigned manuscripts, resulting in a longer review process or difficulty in providing thorough reviews.
- Difficulties in using the platform for uploading reports and recommendations due to a non-intuitive interface.
- Inadequate communication tools for discussing specific issues with editors or editorial assistants, leading to inefficiencies in the review process.

Editor

KK - Editor

"I will bring your manuscript to life and ensure our journal is the premier choice for showcasing your work."

Age: 40
Education: **Professor**
Work: **PhD candidate in the University of Melbourne**
Family: **Not married yet**
Location: **Melbourne, Vic**

Goals

- ensuring that all submitted manuscripts are being processed properly.
- to effectively manage the peer review process by selecting and inviting qualified reviewers.
- to make well-informed editorial decisions on manuscripts based on peer review feedback.

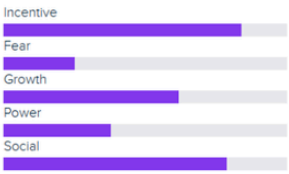
Major Responsibilities

- Manuscript Assessment: evaluate the submitted manuscripts, this includes a check for plagiarism and compliance with the submission guidelines.
- Peer Review Management: oversee the peer review process, including selecting and inviting appropriate reviewers, and monitoring the review progress.
- Decision Making: make decisions on manuscripts based on peer review feedback, including accept, request revisions, or reject.

Physical, Social, and Technological Environment:

- Physical environment: editors work in office settings equipped with computers and necessary software for manuscript handling and communication.
- Social environment: integrate with authors, reviews, publishers and editorial board.
- Technological environment: Editors use specialized software and online platforms for manuscript submission, peer review management, plagiarism checks, and editorial decision-making.

Motivation

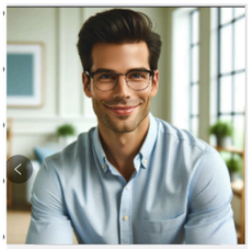


Frustration:

- Overseeing the entire submission and review process manually, including tracking manuscript statuses and coordinating between authors and reviewers, which can be time-consuming and prone to errors.
- Making editorial decisions without an efficient way to compile and view all reviewer reports and recommendations in one place.
- Challenges in maintaining data security and confidentiality, especially when handling sensitive information or feedback.

Web Administrator

Ken - Web Administrator



"Ensuring the SiLA platform runs smoothly and securely is my top priority. It's about creating a safe, efficient environment where researchers and editors can focus on their work, knowing the technical side is taken care of."

Age: **35**
Education: **Bachelor**
Work: **Bachelor**
Family: **Married**
Location: **Melbourne, Vic**

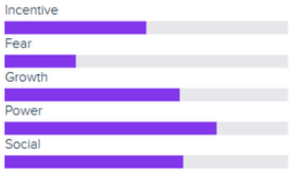
Goals

- Maintain high availability and reliability of the SiLA platform.
- Protect sensitive data and ensure the platform meets the latest security standards.
- Efficiently manage user accounts and permissions, providing prompt support when issues arise.

Major Responsibilities

- include the daily maintenance of the site, ensuring data security, managing user accounts, and providing technical support to both the editorial team and users.

Motivation



Physical, Social, and Technological Environment:

- Works primarily from home, but also maintains close communication with user groups.
- Regularly interacts with users and the editorial team to address their technical inquiries and needs.
- Utilizes a variety of tools for network monitoring, security analysis, and user management, staying abreast of technological advancements and security trends.

Frustration:

- Ensuring the platform's scalability and flexibility to accommodate an increasing number of submissions without compromising performance.
- Implementing robust data protection measures that adequately safeguard manuscript and review information against breaches.
- Continuously updating and adding new features to the platform based on user feedback, which requires staying ahead of technological advancements and user needs.

DO-BE-FEEL

Roles	Function Goal	Quality Goal	Emotional Goal
Editor	• Efficiently manage manuscript submissions and peer review process	• Ensure accuracy and thoroughness in editorial decisions	• Feel confident and empowered in managing the editorial process
Reviewer	• Provide comprehensive and constructive feedback on manuscripts	• Ensure fairness and integrity in the peer review process	• Feel engaged and respected as a valued contributor
Author	• Easily submit manuscripts and track their status	• Ensure visibility and transparency in the submission process	• Feel supported and informed throughout the publication journey
Administrator	• Maintain system functionality and security	• Ensure reliability and confidentiality of user data	• Feel empowered and in control of the platform's operations

Editor:

1. Efficiently manage manuscript submissions and peer review process:
    a. Streamline the process of receiving, assigning, and tracking manuscripts.
    b. Facilitate seamless communication between authors, reviewers, and the editorial team.
    c. Enable quick decision-making on manuscript acceptance/rejection

Reviewer：

1. Provide comprehensive and constructive feedback on manuscripts:
    a. - Conduct thorough evaluation of manuscript content, methodology, and relevance.
    b. - Offer clear and actionable suggestions for improvement.
    c. - Assess manuscripts impartially and with attention to detail.
2. Ensure fairness and integrity in the peer review process:
    a. - Maintain anonymity in reviewing process where required.
    b. - Avoid bias and conflicts of interest in evaluating manuscripts.
    c. - Uphold ethical standards and guidelines set by the journal.
3. Feel engaged and respected as a valued contributor:
    a. - Receive recognition for expertise and contributions.
    b. - Appreciate clear guidelines and expectations for the review process.
    c. - Experience satisfaction in contributing to the advancement of scholarly work.

Author:

1. Easily submit manuscripts and track their status:
    a. - Navigate an intuitive submission interface.
    b. - Receive timely updates on manuscript progress and review status.
    c. - Access submission history and feedback for reference. |
2. Ensure visibility and transparency in the submission process:
    a. - Understand submission guidelines and requirements clearly.

b. - Have access to submission history and review reports.

c. - Receive prompt notifications on editorial decisions.

3. Feel supported and informed throughout the publication journey:

a. - Receive guidance and assistance in preparing and submitting manuscripts.

b. - Experience responsiveness and professionalism from the editorial team.

c. - Celebrate achievements and milestones in the publication process.

Administrator

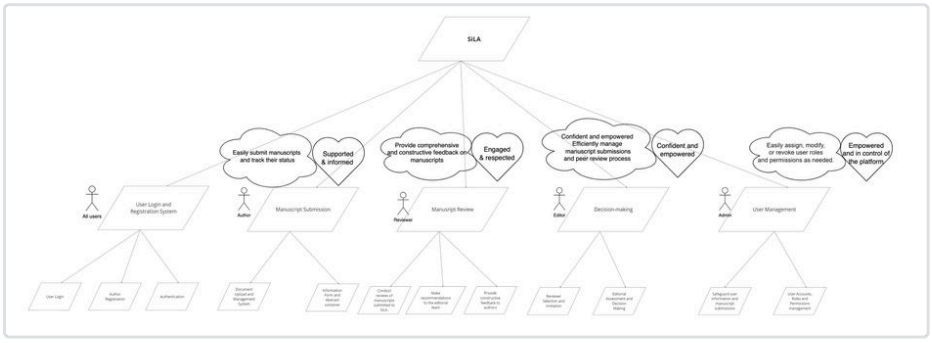
1. Ensure reliability and confidentiality of user data:

a. - Safeguard user information and manuscript submissions from breaches or leaks.

b. - Comply with data protection regulations and industry standards.

GOAL MODEL

This page contains the Goal Model for the stakeholder which include their roles, expectation to do, and emotions.



User Story

In this project, we estimate the story point by the time cost of the task. In each task, we estimate the time cost and assign the story point based on the three scale: 1 point for the task that could done within 1 hour. 2 points for the task that should spend half a day (4 hours). 4 points for the task that took one day (8 hours or longer). By adding all the task's story points in a user story, we can get the story point for the user story. Decision make page for Editor

Epic ID	Epic	Epic Start Date	Epic Due Date	User story ID	User story	AS	I Want To	So that	Story Point	Size Estimation	MoSCoW Priority	Justification
SW-84	Home Page	23-Mar-24	01-Apr-24	SW-16	Home page for All Users	a user	access a welcoming home page	it can ensuring a positive first impression and ease of use	10	Medium	Must have	Size Estimation: It's complex enough to require significant design and development time but doesn't involve extensive backend logic complexities. MoSCoW priority: The home page is the entry point to the platform, crucial for engaging users right from their first visit.
SW-122	Database Design and Setup	23-Mar-24	25-Apr-24	SW-123	Database for Account system	an administrator	create a robust database schema for the account system	we can securely store and efficiently manage user information, roles,	14	Large	Must have	Size Estimation: the basic component of our system, so that it should

								permissions, and sensitive data, supporting the dynamic needs of our platform as it grows.				take a long time to design and implement. MoSCoW priority: the users' account information must store in a reliable database.
				SW-124	Database for Manuscripts	an administrator	create a database schema that efficiently organizes, stores, and retrieves manuscripts, along with their submission details, review statuses, and associated metadata	authors can submit their work, reviewers can assess submissions, and editors can make informed decisions.	20	Large	Must have	Size Estimation: the basic component of our system, so that it should take a long time to design and implement. MoSCoW priority: the articles' relevant information must store in a reliable database.
SW-8	Account Management	01-Apr-24	11-Apr-24	SW-2	Login page for different user types	an user	log in to the system as my specific user group	access different kinds of functions of the website tailored to my role	6	Medium	Must have	Size Estimation: a simple page for user to login will be just fine. MoSCoW priority: the author/reviewer/editor can only use the functions of the website once they have logged into the system.

				SW-5	Register Page for Author	an author	a straightforward registration process	I can create an account and start submitting manuscripts	6	Medium	Must have	Size Estimation: a simple page for author to registe a new account will be fine. MoSCoW priority: Without an account identification, the author could not login to the system.
SW-49	Submit System	12-Apr-24	22-Apr-24	SW-30	Dashboard page for Author to Start New Submission	an author	submit the manuscripts to the journal in an efficient manner	I can publish my article via the system	10	Medium	Must have	Size Estimation: the main function of the system, should take a relatively long time to complete. MoSCoW priority: the journal use this website to gather article from authors, this is the only portal for author to submit their manuscripts.
SW-45	Review System	20-Apr-24	03-May-24	SW-14	Review page for Reviewer	A Reviewer	be able to securely log in to the online submission and review platform, see all the relevant comments to articles, submit my	I can access and review manuscripts assigned to me, participate fully in the peer review process, provide comprehensive feedback,	8	Medium	Must have	Size estimation: should take a relatively long time to design the review page and implement the functions.

							own comments, and contact the editors conveniently	and communicate to the editors directly and efficiently.				MosCow priority: the basic functionality for reviewers to review an article and give the comment.
SW-50	Decision-Making System	27-Apr-24	04-May-24	SW-135	Decision make page for Editor	An Editor	decide whether to accept an article or not	I can guarantee the quality of the journal.	5	Medium	Must Have	Size Estimation: could reuse some functions from review page, it only adds decision make function. MoSCoW priority: the basic functionality for the editor to decide whether to accept an article or not.
SW-36	Dashboard System	01-May-24	18-May-24	SW-26	Dashboard - Reviewer - Review and Score	A Reviewer	have a centralized dashboard to track manuscript statuses (submitted, under review, revisions required, and accepted) and to show my assigned tasks	I can efficiently manage the review process and stay organized with my responsibilities.	12	Large	Must have	Size Estimation: It is a sizable task due to its complexity and requires significant resources. MoSCoW priority: Since it is for efficient task management and communication among

											team members.
				SW-28	Dashboard - Reviewer - History	A Reviewer	have a dashboard to display all edited manuscripts	I can access and review them easily, facilitating collaboration and ensuring efficient processing.	8	Medium	Must have	Size Estimation: Developing these feature is a sizable task due to its complexity and requires significant resources. MoSCoW Priority: It is essential for facilitating collaboration among team members and ensuring efficient review processes.
				SW-17	Dashboard page for Author	An Author	have a user-friendly page that displays the information	I can edit and change my personal information.	8	Medium	Should have	Size Estimation: Creating a user-friendly page for displaying and editing personal information involves moderate effort. MoSCoW priority: As it enhances user experience by allowing authors to easily manage their personal information, though it's

												not critical for immediate functionality.
				SW-18	Dashboard page for Editor	An Editor	have a dedicated section to record the number of those decisions (accept, revise, reject)	my decisions are clearly communicated to the authors.	8	Medium	Must have	Size Estimation: It needs design the interface and implement to display data on the dashboard. MoSCoW priority: t should show all the data about articles in the dashboard, which is also the requirement of client.
SW-51	Communication System	01-May-24	18-May-24	SW-118	Automatic confirmation emails for successful submission	A author	receive the confirmation email from the SiLA	I can ensure I submit the article successfully.	5	Medium	Should have	Size estimation: it should design the email format and integrate with submission system. MoSCoW Priority: important function which also be required by client.

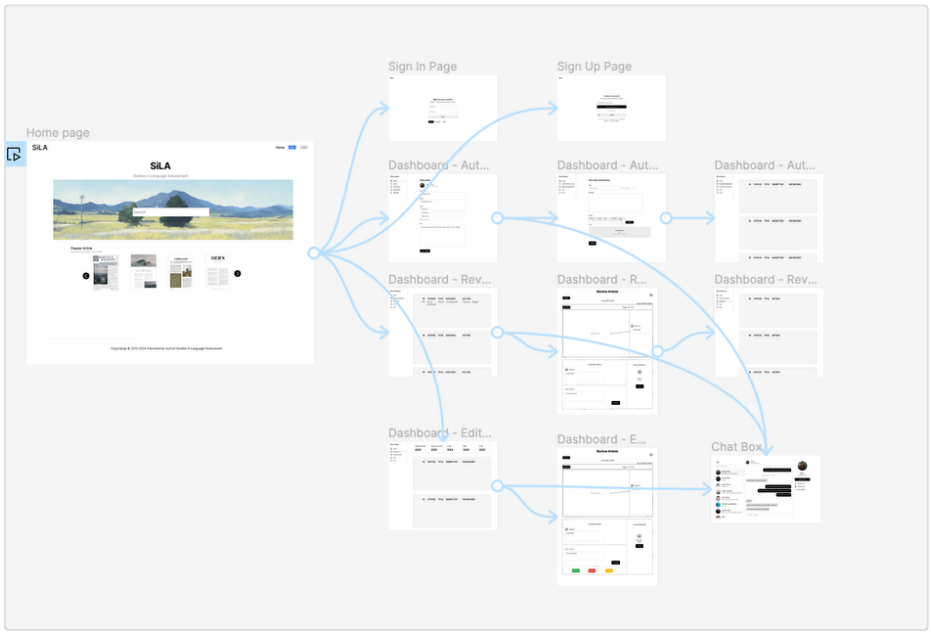
				SW-67	Chat Functionality for Reviewer-Editor Communication	A reviewer or editor	be able to engage in text-based communication within a dedicated pop-up chat window on the platform	I can discuss manuscripts, share feedback, and clarify queries directly and efficiently.	10	Medium	Should have	Size estimation: chatting each other should design the interface and the backend environment. MoSCoW Priority: important function because authors need to get feedback from reviewer.
SW-140	Navigation Component	04-May-24	18-May-24	SW-141	Role-Based Dynamic Navigation for logged-in users	A logged-in user	dynamically adjust based on my permissions and role (author, reviewer, editor)	I can easily access modules specific to my tasks, including Submission, Profile, Review, Decision-Making, and Communication, enhancing my efficiency and experience on the platform.	8	Medium	Should have	Size Estimation: a simple toolbar that navigates the user through the website. MoSCoW priority: The navigation component is important but it is not vital to the system.
SW-116	Data Security	04-May-24	19-May-24	SW-76	Data Security and Confidentiality	a system administrator	implement robust data protection measures for manuscript and review confidentiality	sensitive data is safeguarded from unauthorized access or disclosure, instilling user trust and upholding	8	Medium	Should have	Size Estimation: It involves moderate effort due to the complexity of encryption protocols,

								review process integrity.				access controls, and audit trails. MoSCoW Priority: As it enhances data security and instills user trust, although it's not critical for immediate functionality.

Prototypes

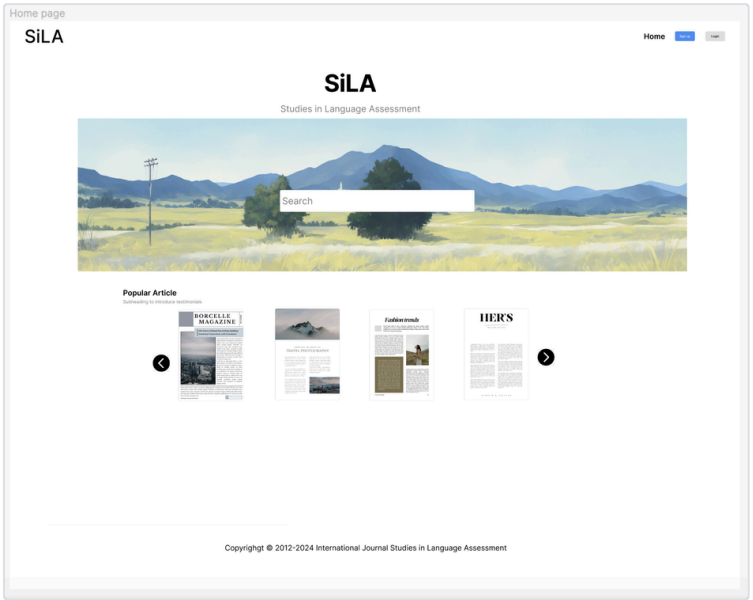
This Section displays the prototypes of SiLA:

Flow of the Prototypes:

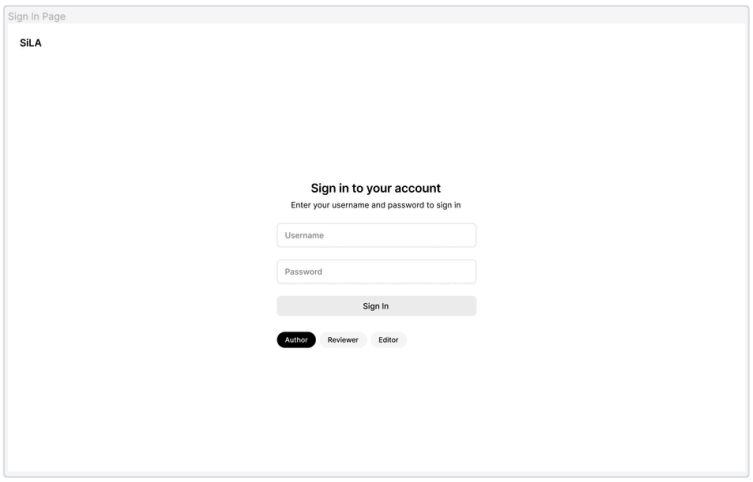


Page Detail

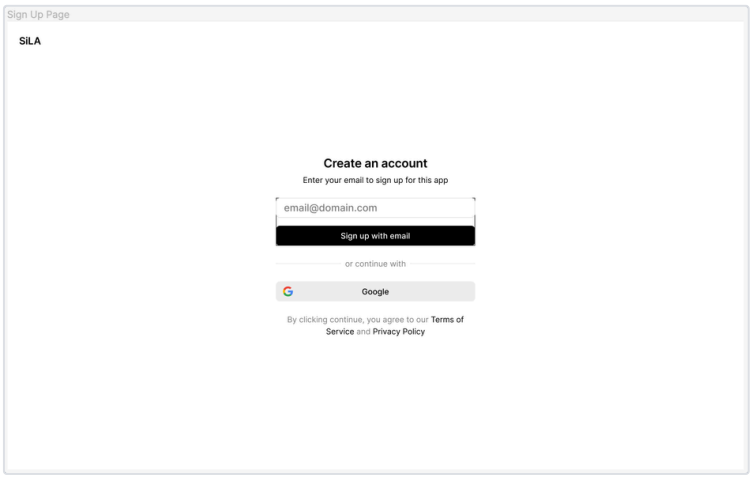
Home page



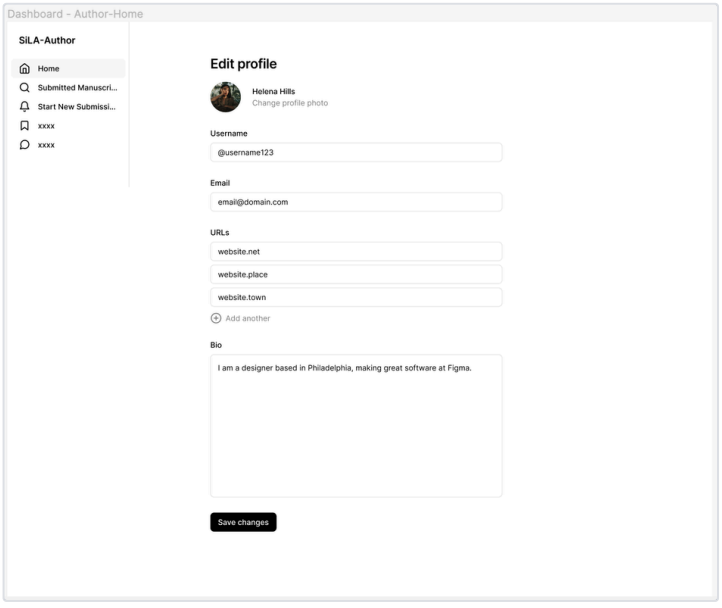
Sign In page



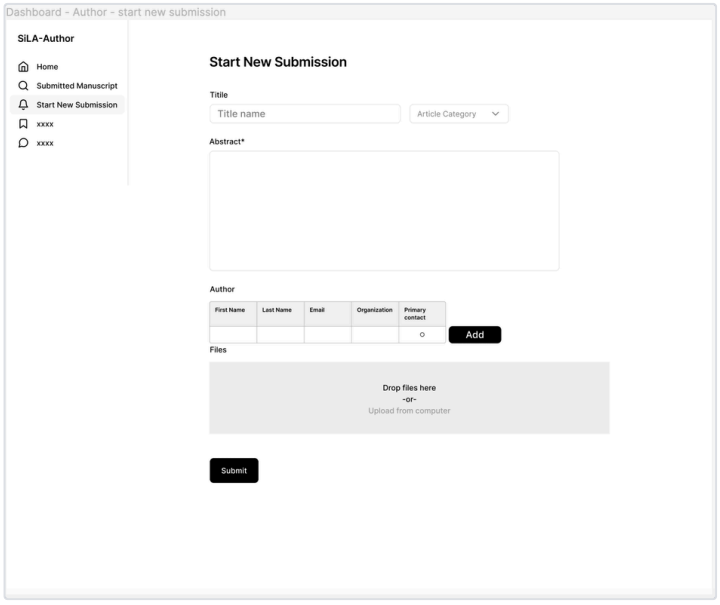
Sign Up page



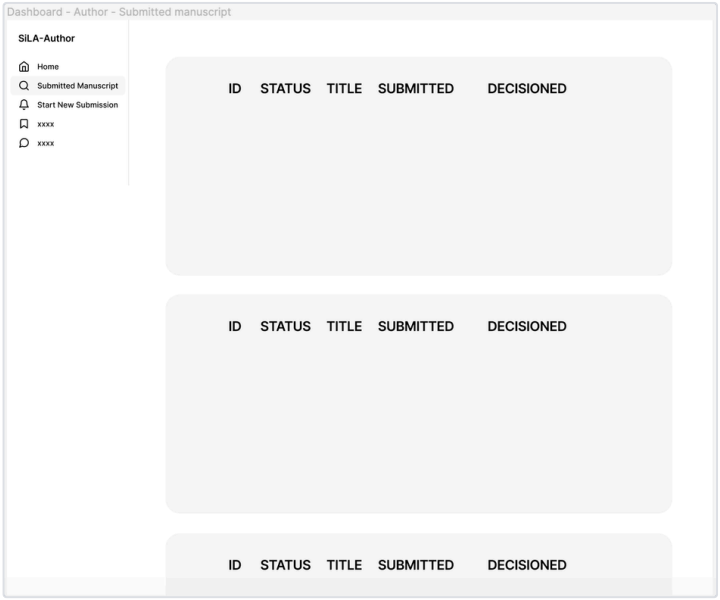
Dashboard for Author home



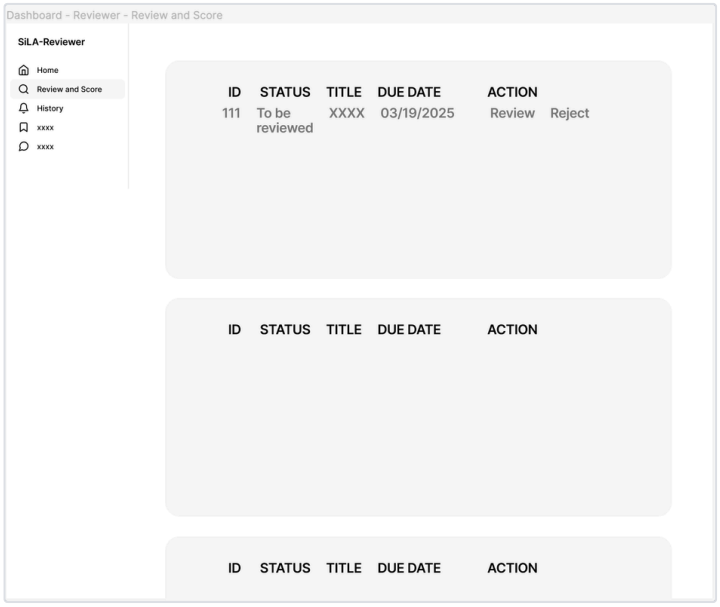
Dashboard for Author - start new submission



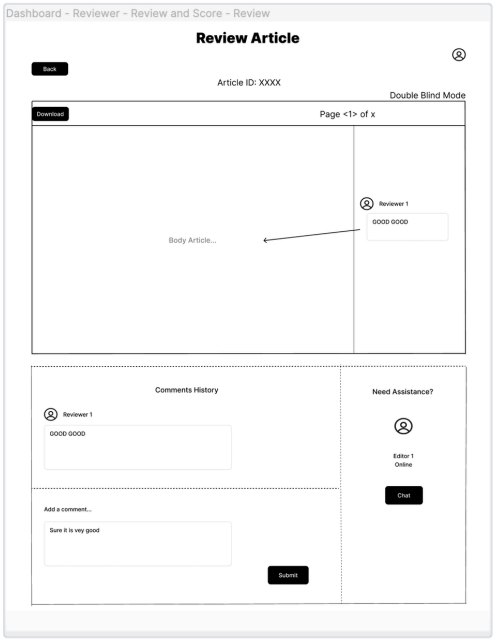
Dashboard for Author - Submitted manuscript



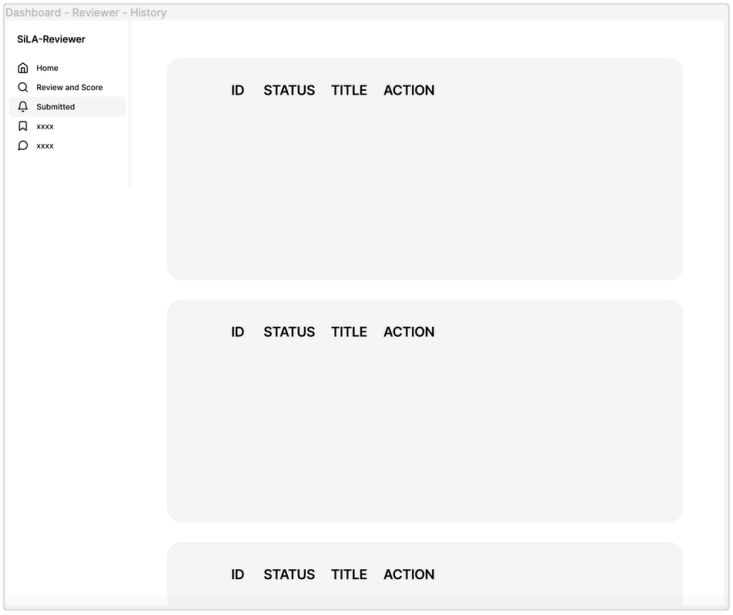
Dashboard for Reviewer - Review and Score



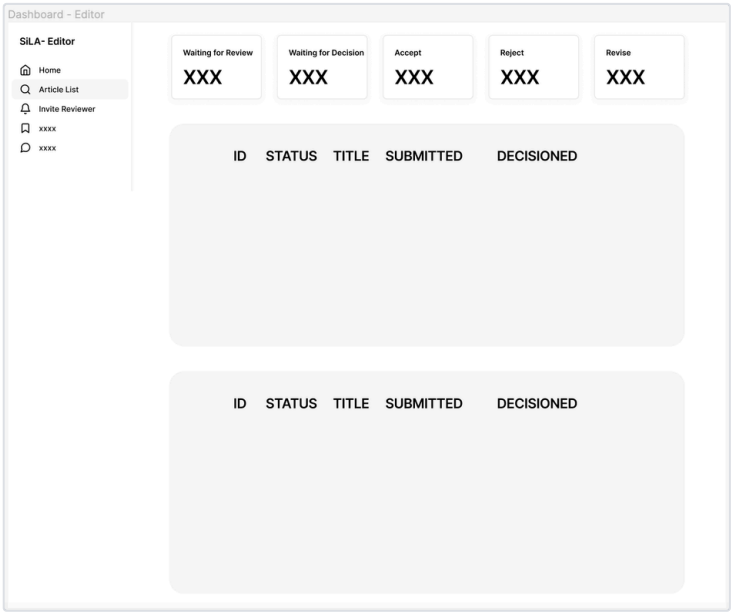
Dashboard for Reviewer - Review and Score - Review



Dashboard for Reviewer - History



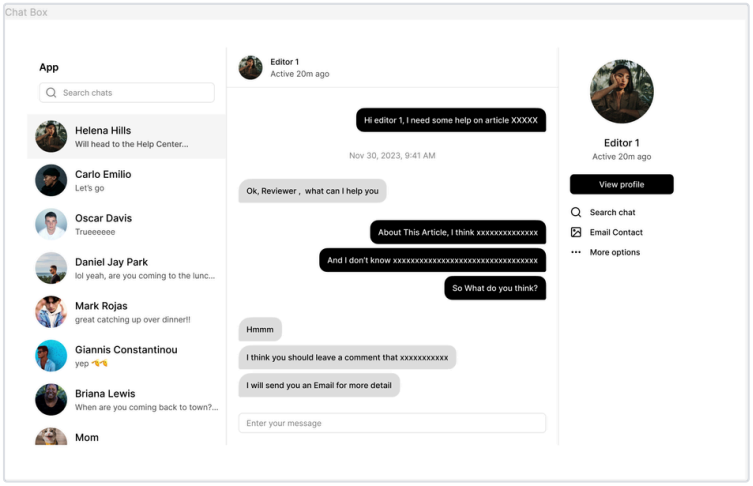
Dashboard for Editor



Dashboard for Editor - Decision Page


Dashboard - Editor - Decision page
Make Decision
Back
Article ID: XXXX
Double Blind Mode
Download
Page <1> of x
Reviewer 1
0000 0000
Body Article...
Comments History
Reviewer 1
0000 0000
Add a comment...
Sure it is very good
Submit
Accept
Reject
Revise
Contact Reviewers
Reviewer 1
Online
Chat

Chat Box


Chat Box
App
Search chats
Helena Hills
Will head to the Help Center...
Carlo Emilio
Let's go
Oscar Davis
Trueeeeee
Daniel Jay Park
lol yeah, are you coming to the lunc...
Mark Rojas
great catching up over dinner!!
Giannis Constantinou
yep
Briana Lewis
When are you coming back to town?...
Mom
Editor 1
Active 20m ago
Hi editor 1, I need some help on article XXXXX
Nov 30, 2023, 9:41 AM
Ok, Reviewer , what can I help you
About This Article, I think xxxxxxxxxxxxx
And I don't know xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
So What do you think?
Hmmm
I think you should leave a comment that xxxxxxxxxx
I will send you an Email for more detail
Enter your message
Editor 1
Active 20m ago
View profile
Search chat
Email Contact
More options

Client Requirement

Date: 08/03/2024 19:00-20:00

Participate: @Yuxuan Zeng @jiajiny @Chuyuan Xu @Jiayu Yang @Yizhi Liao @Donghong Zhuang @Lin Li

Key Points Discussed:

1. **Account Roles:** It was discussed that an account can have two roles, author or reviewer, with a role selection option available either at login or within the account settings.
2. **Avoiding Self-Review:** To prevent authors from reviewing their own papers, a domain conflicts feature will be implemented, which will prevent authors from reviewing papers within their conflicted domains. Further discussions with the client are needed to finalize this feature.
3. **Special Issue Submission:** The option for authors to select from different journal options for their paper submissions was discussed. It was noted that paper categories can be modified and new categories can be added.
4. **Admin Role:** The necessity of a data management backend for the admin role was discussed, with the possibility of not requiring it or discussing further based on client's server provisions or finding free alternatives.
5. **Double-Blind Submission:** An option for authors to submit papers without their personal information for double-blind review processes was discussed. It was suggested that guidelines for authors on how to submit for a double-blind review should be clearly stated in the submission guide, possibly with client-provided text.
6. **Decision on Double-Blind Process:** There was a debate on whether the decision for a double-blind process should be made by the editor or the author.
7. **Reviewer Template:** The implementation of a template for reviewers to use when giving reviews was discussed.
8. **Reviewer Recruitment:** It's usually the editor's responsibility to send emails to invite individuals to register as reviewers.

Decisions Made:

1. **Role Selection:** Agreed upon allowing an account to have dual roles with a selection mechanism.
2. **Domain Conflicts and Self-Review:** Decided to implement a domain conflicts feature to avoid self-review scenarios, pending further discussion with the client.
3. **Special Issue and Category Flexibility:** Confirmed the addition of options for special issue submissions and the flexibility to modify and add paper categories.
4. **Admin Role and Server Provision:** Agreed to further discuss the necessity of a data management back-end for the admin role and server provisions with the client.
5. **Double-Blind Submission Option:** Decided to include an option for double-blind submissions, with guidelines to be clearly provided for authors.
6. **Double-Blind Process Decision:** Pending further discussion on whether the editor or author should decide on the double-blind process.
7. **Reviewer Template:** Agreed on creating a template for reviewers.
8. **Reviewer Recruitment Process:** Confirmed that editors are responsible for inviting reviewers.

Action Items Summary:

1. **Role Selection Implementation:** Explore options for implementing the role selection feature.
2. **Discuss Domain Conflicts Feature with Client:** Scheduled meeting with the client to discuss the implementation of the domain conflicts feature and self-review prevention.

3. **Update Submission Options:** Work on adding options for special issue submissions and updating category flexibility.
4. **Admin Role and Server Discussion:** Arrange a discussion with the client regarding the admin role's data management back-end and server provisions.
5. **Prepare Double-Blind Submission Guidelines:** Draft guidelines for authors on submitting papers for double-blind review, awaiting client's input.
6. **Decide on Double-Blind Process Authority:** Organize a team discussion to finalize who decides on the double-blind process.
7. **Develop Reviewer Template:** Assign a team member to create a template for reviewers.
8. **Reviewer Recruitment Protocol:** Formalize the process for editors to invite reviewers.

Development environment

The tools and development environment will be listed and introduced in this section which includes Confluence, GitHub and Technical Details.

Confluence

The project uses confluence to streamline our document. Confluence is a collaborative workspace where teams can efficiently create, share, and update documents and information in a centralized location.

GitHub

GitHub is a web-based platform for version control using Git, primarily used for computer code. It provides a collaborative environment for developers to host and review code, manage projects, and build software alongside millions of other developers.

The GitHub address of our project is https://github.com/COMP90082-2024-SM1/SI-Wombat RESTRICTED CONTENT

Workflow

- master: The `master` branch is the primary branch where the source code reflects the production-ready state of this project. It is the definitive branch where code is fully tested, stable, and ready to be relseaed to end-users.
- dev: The `dev` branch serves as the active development branch where new features and fixes are integrated and tested. The beanch contains the latest ongooing work and once stable, changes are merged into the `master` branch for release.

Branch Naming Conventions

- Task Branches: Prefix with `task/` followed by a brief description of the feature, e.g., "task/login".
- Bug Fixes Branches: Use `bugfix/` along with the a short description, like bugfix/fix-login-error.

Technical Details

Framework and Programming Language:

- Front-End Development Environment:
  - React: is a popular JavaScript library for building user interfaces. It will be used to create dynamic and responsive UI components for the submission and review platform.
  - TypeScript: is a statically typed superset of JavaScript, providing enhanced tooling and type safety. It will help catch errors early in the development process and improve code maintainability.
- Back-End Development Environment:
  - C#: is a robust and versatile programming language, well-suited for building scalable and performant backend systems. It will be used to implement the server-side logic and data management for the submission and review platform.
  - Dot Net: is a cross-platform framework for building various types of applications, including web applications. It provides libraries and tools for rapid development and deployment of backend services.
- IDE:
  - Visual Studio Code: is a lightweight and versatile code editor with excellent support for React and TypeScript development. It will facilitate efficient coding and debugging workflows.

Additional Tools:

- Version Control: Git
- Hosting Service: AWS
- Database**:** MySQL

Environment Setup:

1. Set up React project using create-react-app.
2. Install necessary TypeScript typings and configurations.
3. Install .NET SDK and Visual Studio Code extensions for C# development.
4. Initialize a new .NET project for backend development.

Collaboration:

- Communication: Utilize Slack for real-time communication among team members.
- Version Control: Use Git for version control, with GitHub as the remote repository.
- Code Review: Implement a code review process using GitHub pull requests.

Sprint

In this section, it explains the progress of the SiLA project.

1. Sprint 1 (Design)
2. Sprint 2 (Development)
3. Sprint 3 (Development)

Sprint 1

Sprint Goal:

The sprint goal for Sprint 1 is to establish a solid foundation for the project by focusing on comprehensive documentation, analysis of requirements, setting up the development environment, and initial planning for subsequent sprints.

Sprint Duration:

4 Mar - 22 Mar

What has been done in the Sprint?

1. Held the first group meeting with teammates to get to know each other and familiarize with the project.
2. Setup project documentation in Confluence, including project overview, background, goals, DO-BE-FEEL list, and GOAL MODEL.
3. Created personas based on research and analysis, documented on a Miro Board.
4. Set up and structured JIRA for task management.
5. Updated the README file with project information.
6. Confirmed the analysis of requirements and ensured consistency with the project scope.
7. Established user stories and organized backlog items in JIRA.
8. Drafted a preliminary plan for Sprints 2 and 3, discussing requirements, technologies, and infrastructure.
9. Scheduled meetings and ensured all meetings are recorded in Confluence.
10. Created a GitHub repository with structured directories, documentation, and a baseline tag for Sprint 1.

Sprint 1 Planning

Objective:

Establish a solid foundation for the project by focusing on comprehensive documentation, analysis of requirements, setting up the development environment, and initial planning for subsequent sprints.

- **Get to know team members**: Hold the first group meeting with teammates, get to know with each other, and get familiar with the project (read the project document and sprint guidelines) together. **Assigned to**: @Yizhi Liao

- **Setup Project Documentation in Confluence**: Background description, client goals, motivation
  - Have a page that includes the project overview, background, and goals. **Assigned to**: @Donghong Zhuang
  - Create a DO-BE-FEEL list and GOAL MODEL. **Assigned to**: @jiajiny
  - Find Personas that are based on the research done by the development team and the discussion with industry partners. **Assigned to**: @Yuxuan Zeng
  - Analyze those into a Miro Board. **Assigned to**: @Jiayu Yang

- **Development Environment**
  - Set up and structure JIRA for task management. **Assigned to**: @Chuyuan Xu
  - Schedule Jira Training Session. **Assigned to** @Yizhi Liao
  - Update the README file with project information. **Assigned to**: @Donghong Zhuang

- **Analysis of requirements (User Stories or Use Cases)**
  - Confirm that the analysis of requirements has been performed on most of the existing requirements and mark them as reviewed. **Assigned to**: **Everyone**
  - Ensure that the new set of requirements is consistent with the project scope, fully covers the new capabilities required by the client, and is well-documented/structured/organized on Confluence. **Assigned to**: **Everyone**
  - Clarify that requirements can be documented in the form of user stories or use cases, supplementary specifications of design/implementation/deployment requirements. Also, make it explicit what is out of scope to define the scope boundary more clearly. **Assigned to**: **Everyone**
  - Design prototypes in the Figma. **Assigned to**: **Everyone**
  - Set up user stories. In the Confluence Space and Jira. **Assigned to**: **Everyone**

- **Planning for Next Sprints**
  - Draft a preliminary plan for Sprints 2 and 3, discussing requirements, technologies, and infrastructure. **Assigned to**: @jiajiny
  - Estimate and prioritize requirements, organizing backlog items in JIRA. **Assigned to**: @Yuxuan Zeng

- **Meetings**
  - Schedule meetings(Mentor, Client, and Weekly stand up). **Assigned to**: @Jiayu Yang
  - Ensure all meetings are recorded in Confluence. **Assigned to**: @Yizhi Liao

- **Set Up GitHub Space**:
  - Create a GitHub repository, which contains two folders(*docs* and *src*) and a README file. **Assigned to**: @Yizhi Liao
  - Update the repository regularly, including the README file. **Assigned to**: @Yizhi Liao

- Generate a release tag before the end of sprint 1. **Assigned to**: @Yizhi Liao

Deliverables

- Completed and reviewed project documentation (overview, background, goals, DO-BE-FEEL list, GOAL MODEL, personas)
- Documented analysis of requirements with user stories generated and refined
- Fully organized Confluence space and structured Trello/JIRA for project management
- A clear plan for Sprints 2 and 3 with estimated and prioritized requirements
- Updated GitHub repository with a structured directory, necessary documentation, and a baseline tag for Sprint 1

Sprint 1 Retrospective

Participants:

- Jiayu Yang
- Donghong Zhuang
- Jiajin Yang
- Yizhi Liao
- Yuxuan Zeng
- Chuyuan Xu

Related Meetings:

StandUp Meeting 10/03/2024

StandUp Meeting 13/03/2024

StandUp Meeting 20/03/2024

What worked well	What didn't go well	What should we try doing next
The team effectively collaborated on tasks	Some tasks took longer than expected	Improve task estimation
Clear plan for subsequent sprints drafted	Some difficulty in estimating and prioritizing requirements	Improving estimation and prioritization processes
Regular scheduling of meetings and recording of minutes	Limited familiarity with some tools and technologies	Providing training sessions for tool usage
All planned meetings occurred as scheduled	Miscommunication regarding task responsibilities leading to slight delays	Enhance communication channels
The team achieved 100% attendance at all scheduled meetings		

Sprint 1 Review

Project Documentation and Confluence Setup

- **Everyone** took participate in establishing project documentation on Confluence, including an overview of the project, background, and goals, ensuring that all team members could access and understand the core information of the project.
- A DO-BE-FEEL list and goal model were developed to clarify the vision and objectives of the project.
- Personas that match the project requirements were identified based on research conducted by the development team and discussions with industry partners. These were organized into a Miro Board, providing a human-centric perspective for subsequent design and development efforts.

Project Management and Jira Usage

- @Donghong Zhuang also took charge of setting up and structuring Jira for task management, and scheduled a Jira training session to ensure that team members could effectively utilize this tool.
- @Yizhi Liao updated the README file to provide project information in the project's GitHub repository, ensuring that all visitors could quickly understand the basics of the project.

Requirement Analysis and User Stories

- All team members jointly confirmed the analysis of existing requirements and marked them as reviewed, ensuring the completeness and accuracy of the requirement analysis.
- We also ensured that a new set of requirements was consistent with the project scope and was detailed, documented, and organized on Confluence, explicitly defining the project scope boundary and the requirements for design/implementation/deployment through user stories and use cases.

Planning and Meetings

- A preliminary plan for Sprints 2 and 3 was drafted, discussing requirements, technologies, and infrastructure.
- Meetings with mentors, clients, and the team were scheduled regularly, ensuring all meetings were recorded on Confluence.

GitHub Repository Setup

- @Yizhi Liao was responsible for creating a GitHub repository containing docs and src folders along with a README file and regularly updating the repository, including generating a release tag before the end of Sprint 1.

Sprint 2

Sprint Goal:

The sprint goal for Sprint 2 is to establish a robust foundation for the submission and review platform by implementing essential components such as user authentication, registration, dashboard creation, and manuscript management functionalities.

Sprint Duration:

23 Mar - 26 Apr

What will be done in the Sprint?

1. Implement database schema for the account system (SW-123).
2. Design and implement the database schema for manuscripts (SW-124).
3. Develop a login page with authentication for different user types (SW-2).
4. Create a registration page for authors (SW-5).
5. Develop a dashboard page for authors to start new submissions (SW-30).
6. Design and implement a home page accessible to all users (SW-16).
7. Implement a review page for reviewers (SW-14).
8. Develop a decision-making page for editors (SW-135).

Sprint 2 Planning

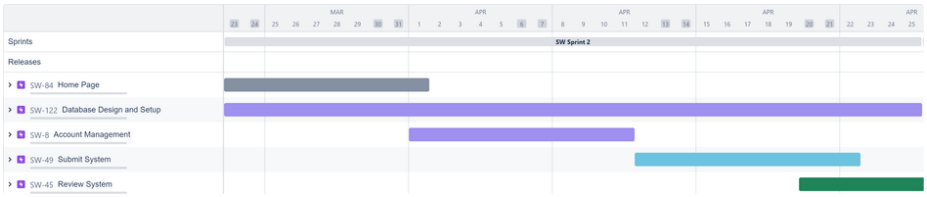
User story and Sprint backlog

User story ID	User story	Story Point	Size Estimation	MoSCoW Priority	Sub-task	Assign to
SW-16	Home page for All Users: As a user, I want a home page that intuitively guides me to the platform's main features, such as signing up, logging in, searching for documents, and discovering popular content, so that it can ensuring a positive first impression and ease of use.	10	Medium	Must have	SW-60: Design the home page layout incorporating essential elements	
					SW-61: Develop the functionality for the search bar	
					SW-62: Create a dynamic section that displays popular content	
					SW-64: Integrate sign-up and login buttons with clear calls to action, directing users to the respective forms or pages.	
SW-123	Database for Account system: As an administrator, I want to create a robust database schema for the account system, so that we can securely store and efficiently manage user information, roles, permissions, and sensitive data, supporting the dynamic needs of our platform as it grows.	14	Large	Must have	SW-125: Design a comprehensive database schema catering to users, roles, permissions, sensitive information.	
					SW-126: Implement relationships between tables to efficiently manage user information, role assignments, permissions, sensitive information.	
					SW-127: Develop secure storage procedures for sensitive information like passwords using best practices for hashing and salting.	
					SW-128: Create scripts for routine database operations (e.g., adding or updating users, changing roles) to streamline account management.	
SW-124	Database for Manuscripts: As a platform administrator, I need to create a database schema that efficiently organises, stores, and retrieves manuscripts, along with their submission details, review statuses, and associated metadata, so that authors can submit their work, reviewers can assess submissions, and editors can make informed decisions.	20	Large	Must have	SW-129: Design tables for storing manuscripts, including fields for manuscript ID, title, abstract, submission date, author ID, status (e.g., submitted, under review, accepted, rejected), and any other relevant information.	
					SW-130: Create related tables to handle metadata such as keywords, topics, author affiliations, and submission files (linking to stored files if not kept directly in the database).	
					SW-131: Implement tables for reviews and reviewer assignments, capturing review ID, manuscript ID, reviewer ID, review date, comments, recommendations, and any confidentiality flags.	
					SW-132: Define relationships between authors, manuscripts, and reviews to enable efficient	

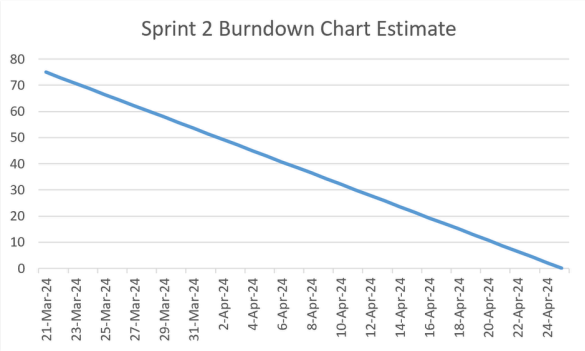
					data retrieval and updates, ensuring integrity constraints and referential actions are appropriately applied.	
					SW-133: Ensure the design supports queries for manuscript tracking, reviewer assignments, and editorial decision-making, with considerations for performance optimization and future scalability.	
SW-2	Login page for different user types: As a user (author, reviewer, editor), I want to log in to the system as my specific user group, so that I can access different kinds of functions of the website tailored to my role.	6	Medium	Must have	SW-34: Implement elements allow users to select their role (author, reviewer, editor) before logging in.	
					SW-42: Implement a simple form for email/username and password.	
					SW-43: Design a login page that is welcoming and intuitive.	
SW-5	Register Page for Author: As a potential author, I want a straightforward registration process, so that I can create an account and start submitting manuscripts.	6	Medium	Must have	SW-22: An input field allow user to enter their email.	
					SW-23: A Detail information page with multiple input fields to collect user information.	
					SW-24: Add a Sign Up button.	
SW-30	Dashboard page for Author to Start New Submission: As an author, I want to submit the manuscripts to the journal in an efficient manner, so that I can publish my article via the system.	10	Medium	Must have	SW-56: The input fields include manuscript title and type.	
					SW-70: An "Add" button to add the author information of a specific manuscript	
					SW-68: The user can dray the file and drop it into the “Drop files area“, which will then automatically prepare the file for the upload progress.	
					SW-71: This button will then submit all the information to the system.	
					SW-85: The submission system should be scalable to accommodate increasing submissions.	
SW-14	Review page for Reviewer: As a reviewer for SiLA, I want to be able to securely log in to the online submission and review platform so that I can access manuscripts assigned to me for review. I wish I can see all the relevant comments to this article and submit my own comment. I also want to contact with the editors conveniently when I need it.	8	Medium	Must have	SW-21: There is a download selection for the reader to download the article.	
					SW-29: There is a label that displays whether the article is double blind mode or not. If it is, then it shows the double-blind mode, otherwise it will show the author’s name.	
					SW-33: The page has a field to show all the comments related to this article.	
					SW-31: Reviewers can submit reviews to the article.	
					SW-37: There is a editors list for the reviewers can communicate with. For each editor, there is a chat button for each editor to let the reviewer can directly jump to	

					the communication system with that editor.	
SW-135	Decision make page for Editor: As an editor, I want to decide whether to accept an article or not, so that I can guarantee the quality of the jour.	5	Medium	Must Have	SW-136: Reuse the comment history function, add a comment function, double-blind mode and download article function which are implemented in SW-14.	
					SW-137: There is a reviewers list which contains the chat button for each reviewer to let the editor can communicate with them directly. The chat button will jump to chat box function.	
					SW-138: There are three selections for the editor to make a decision for an article which are accept, reject or revise.	

Sprint 2 Milestones



Sprint 2 Burndown Chart



Sprint 3

Sprint Goal:

The goal for Sprint 2 is to develop advanced features such as the dashboard for authors, reviewers, and editors, implement a chat box functionality, and enable automatic email notifications.

Sprint Duration:

27 Apr - 24 May

What will be done in the Sprint?

1. Develop the dashboard interface for authors, reviewers, and editors.
2. Implement functionality to display manuscript statuses on the dashboard.
3. Design and integrate the chat box feature for communication between users.
4. Set up automated email notifications for manuscript submissions, reviews, and editorial decisions.
5. Conduct testing and debugging to ensure the proper functioning of the developed features.
6. Document the implemented functionalities and update project documentation as necessary.
7. Conduct user acceptance testing (UAT) to gather feedback and make necessary adjustments.
8. Prepare for deployment and release planning for the completed features.

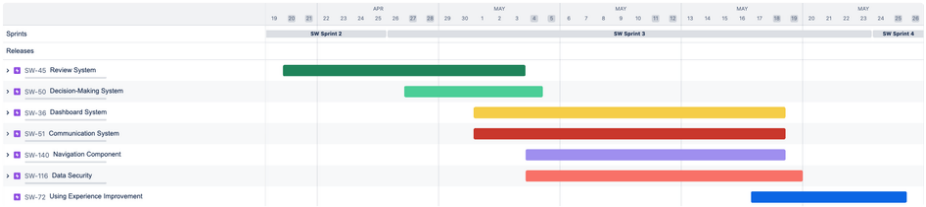
Sprint 3 Planning

User story and Sprint Backlog

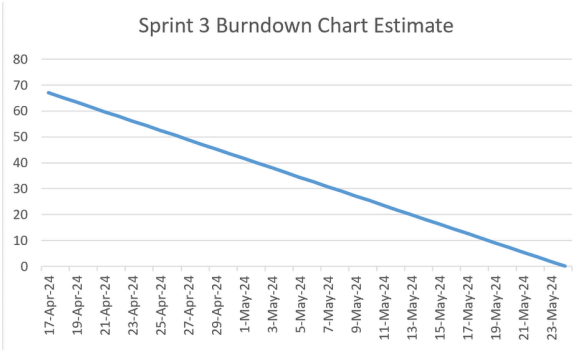
User story ID	User story	Story Point	Size Estimation	MoSCoW Priority	Sub Task	Assign to
SW-26	Dashboard - Reviewer - Review and Score: As a Reviewer, I want to have a centralized dashboard that not only allows me to track the status of manuscripts through various stages of the review process (including those in the following stages: submitted, under review, revisions required, and accepted) but also acts as a to-do list showing my assigned tasks. This will enable me to have a comprehensive overview of my responsibilities and the progress of manuscripts, so that I can prioritize my work efficiently, and enhance communication with other team members.	12	Large	Must have	SW-57 Implement Reviewer Dashboard Layout	
					SW-44 Track Manuscript Status	
					SW-46 Enable Reviewer Access to Manuscript Editing Page	
					SW-65 Exclude Edited Manuscripts from Display	
SW-28	Dashboard - Reviewer - History: As a Reviewer I require a functionality to display all manuscripts that have undergone editing. This feature will enable team members to easily access and review the edited manuscripts, facilitating collaboration and ensuring that all edited content is readily available for further processing or review.	8	Medium	Must have	SW-58 Implement Review Dashboard Layout	
					SW-48 Display Edited All The Edited Manuscripts	
SW-17	Dashboard page for Author: As an author, I want a user-friendly page that displays the information, so that I can edit and change my personal information.	8	Medium	Should have	SW-52 A page shows the user's detailed information	
					SW-53 A button that click to modify user's information	
					SW-54 A page to modify user's personal information	
					SW-55 A button to save the change	
					SW-139 A page shows all the manuscripts submitted by the current author	
SW-18	Dashboard page for Editor: As an editor, I want a dedicated section to record the number of those decisions (accept, revise, reject) so that my decisions are clearly communicated to the authors.	8	Medium	Must have	SW-38 A Dashboard Metrics for Editor's Decision-Making	
					SW-41 Display Manuscript Details in Editor's Dashboard	
SW-118	Automatic confirmation emails for successful submission: As an author, I want to receive the confirmation email from the SiLA,	5	Medium	Should have	SW-119 Create Email Content Template	
					SW-120 Integrate Email Sending Function into	

	so that I can ensure I submit the article successfully.				Submission Process	
SW-67	Chat Functionality for Reviewer-Editor Communication: As a reviewer or editor, I want to be able to engage in text-based communication within a dedicated pop-up chat window on the platform, so that I can discuss manuscripts, share feedback, and clarify queries directly and efficiently.	10	Medium	Should have	SW-75 Design a user-friendly chat interface that can be accessed as a pop-up window on the platform	
					SW-77 Develop backend services to handle real-time messaging, including storing and retrieving chat histories.	
					SW-78 Implement frontend functionality for displaying recent chats and chat history within the pop-up window.	
SW-141	Role-Based Dynamic Navigation for logged-in users: As a logged-in user, I want the navigation system to dynamically adjust based on my permissions and role (author, reviewer, editor), so that I can easily access modules specific to my tasks, including Submission, Profile, Review, Decision-Making, and Communication, enhancing my efficiency and experience on the platform.	8	Medium	Should have	SW-142 Design a dynamic navigation menu that adapts based on the user's role	
					SW-143 Code the logic to display navigation options conditionally based on the logged-in user's role and permissions.	
					SW-144 Integrate the dynamic navigation component into the platform's UI	
SW-76	Data Security and Confidentiality: As a system administrator, I need to implement robust data protection measures to ensure the confidentiality of manuscripts and reviews. This includes implementing encryption protocols, access controls, and audit trails to safeguard sensitive data from unauthorized access or disclosure. By prioritizing data security, we can instill trust in our users and uphold the integrity of the review process.	8	Medium	Should have	SW-81 Implement Encryption for Manuscripts and Reviews.	
					SW-82 Set Up Access Controls and Permissions	
					SW-83 Conduct Security Audit and Testing.	

Sprint 3 Milestones



Sprint 3 Burndown Chart


Sprint 3 Burndown Chart Estimate
80
70
60
50
40
30
20
10
0
17-Apr-24
19-Apr-24
21-Apr-24
23-Apr-24
25-Apr-24
27-Apr-24
29-Apr-24
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3-May-24
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23-May-24