Maintenance plan

Maintenance tasks and frequency table

Task	Team	Frequency			
		Daily	Weekly	Monthly	Quarterly
Check error logs	Council IT department	●			
Update Dependencies	Dev team			●	
Backup database	Council IT department		●		
Test critical user flows	Dev team				●
Review performance	Dev team				●

Issue Response Protocol
Issues are going to be categorized into three categories (critical , high and low), Critical issues like app crashes, security breaches are to be fixed within 24hrs, high level issues like major bugs are to be scheduled and fixed within 1 week time and low level issues like UI glitches, Minor bugs are added to the backlog and scheduled for the next sprint. In-app contact or Email should be replied within 48hrs

Regression testing checklist(before every update)
- Login and Sign-Up.
- Email verification and password reset.
- Navigation to Home,Community,Alerts,Dashboard.
- Fire-store read/write operations.
- Theme/UX responsiveness on common devices.
- Sign in with google.

Version Update Plan table

Type	Frequency	Actions
Hot-fix (e.g version 1.0.1)	As soon as possible(ASAP)	Patch the bugs or remove the breach, test the fix and release a small update
Minor Release (e.g version 1.1.0)	Quarterly	Add small features, improve UI/UX, update dependencies
Major Release (e.g version 2.0.0)	Yearly (12 months)	Overhaul UI, new features restructure back-end if needed

Performance optimization
Weekly
- Monitor app performance using firebase performance monitoring, to identify issues such as slow screen loads network delays and app start up timing

Monthly
- Run flutter dev tools profiling to check widget rebuilds, memory usage and rendering performance and also look for unindexed queries, redundant reads and large data fetches