

## REPORT NAME

### Project Name: AGENT BASED DATA ACQUISITION SOFTWARE

- 1- 211805033-Yusuf Sertkaya
- 2- 211805039-Zınar Demirpolat
- 3- 211805030-Muhammed Enes Ekinci
- 4- 221805081-Satılmış Kabasakal
- 5- 211805125- Hatam Pırıyev
- 6- 211805135-Metin Can Soysal
- 7- 221805070- Duygu Selin Alkan
- 8- 231805114-Umut Sezer
- 9- 211805062-Emre Özdemir
- 10- 221805012-İrem Buse Zahter
- 11- 241805111-Necmiye Soylu

## Software Development Roadmap

| Member Name        | Duty                     | Tasks   |
|--------------------|--------------------------|---|
| YUSUF SERTKAYA     | Project Manager          | Planning, meetings, progress reports                                      |
| SATILMIŞ KABASAKAL | Requirements Analyst     | Gathering requirements, conducting surveys                                |
| ZINAR DEMIRPOLAT   | Data Engineer            | Identifying data sources, processing data                                 |
| ENES EKINCI        | Software Developer       | Writing code, testing, developing algorithms                              |
| HATAM PIRIYEV      | UX Designer              | Designing prototypes, collecting user feedback                            |
| CAN SOYSAL         | Test Engineer            | Creating test scenarios, functionality testing                            |
| DUYGU SELIN ALKAN  | Presentation Specialist  | Preparing presentations, compiling sprint reports                         |
| EMRE ÖZDEMİR       | Data Collector           | Collecting data for all three projects                                    |
| UMUT SEZER         | Data Preprocessor        | Manipulation, filtration or augmentation of data before it is analyzed, [ |
| İREM BUSE ZAHTER   | Documentation Specialist | Writing user manuals, maintaining project documentation                   |
| NECMIYE SOYLU      | GitHub Specialist        | Managing the GitHub repository, ensuring proper version control           |



Figure 1:

ADÜ Logo

## Continuity Plan

### 1. If a Team Member Leaves

- Daily Planning:** At the project's outset, ensure team members are familiar with each other's roles and tasks. Clearly define how responsibilities are distributed. If a team member leaves, their duties will be reassigned according to a pre-established plan.

- **Emergency Actions:** ○
- **Redistribution of Tasks:** Assess the workload of the remaining team members and reallocate tasks based on their skills and availability.
  - **Support Request:** If the remaining team cannot handle the additional work, seek assistance from the project manager or instructor. This may involve requesting more time or adding a new team member.
  - **Updating the Schedule:** Modify the project timeline to account for changes in workload. This prevents overwork and ensures deadlines are met without causing burnout.

## 2. If the Team Frequently Misses Meetings

- **Clarifying Expectations:** At the start of the project, emphasize the importance of meeting attendance and its role in the team's success.
- **Investigating the Situation:** If a member repeatedly misses meetings, privately discuss their reasons (e.g., personal issues or scheduling conflicts). Be flexible in adjusting the plans if needed.
- **Defining Responsibilities:** ○ **Assign Clear Tasks:** Assign specific, well-documented tasks to the member so that even if they miss meetings, they can still monitor their progress. ○ **Meeting Summaries:** Assign someone to take meeting notes and share them with the entire team to keep everyone informed of key developments.
- **Escalation:** If missed meetings continue to affect the project, escalate the issue to the project leader or supervisor for further action (e.g., issuing formal warnings or reallocating tasks).

## 3. If a Team Member Acts Dishonestly

- **Setting Standards of Integrity:** At the start, clearly explain academic integrity standards, including the consequences of dishonest behaviors (e.g., plagiarism, data fabrication).
- **Private Discussion:** If a potential integrity issue arises, address it privately with the team member. They may not realize their actions are unethical.
- **Reporting the Issue:** ○ If dishonest behavior continues or is severe (e.g., plagiarism), report the issue to the appropriate authorities (e.g., the instructor or academic ethics committee).
  - Ensure that only verified, original work is included in the project and take measures to remove the dishonest party from the project if necessary.
- **Preventive Measures:** Regularly review each other's contributions to ensure academic integrity is upheld throughout the project.

## 4. General Risk Management Strategies

- **Open Communication:** Encourage regular communication to identify potential issues early. Be proactive in addressing hidden problems before they escalate.
- **Clarifying Roles and Responsibilities:** Ensure each team member has a well-defined role so that contributions are clear, and it's easy to identify when a task is completed or overdue.
- **Documenting Processes:** Keep a shared document tracking progress, deadlines, and responsibilities. This increases accountability and transparency regarding individual contributions.
- **Contingency Fund (Time or Resources):** Allocate buffer time or resources for expected challenges. This allows the team to regroup and make necessary adjustments when problems arise without derailing the project.
- **Creating Team Agreements:** Establish a set of team norms at the beginning of the project, covering behavior expectations, communication preferences, meeting attendance policies, and conflict resolution steps.

## Github Profiles

Yusuf Sertkaya  
<https://github.com/YsK-dev>

Can Soysal  
<https://github.com/ssoyssal>

Muhammed Enes Ekinci  
<https://github.com/fawern>

Zınar Demirpolat  
<https://github.com/kodveren>

Satılmış Kabasakal  
<https://github.com/satilmiskabasakal0>

Necmiye Soylu  
<https://github.com/GokceSoylu>

İrem Buse Zahter  
<https://github.com/irembusezahter>

Duygu Selin Alkan  
<https://github.com/duyguselinn>

Umut Sezer  
<https://github.com/umutsezeer>

Emre Özdemir  
<https://github.com/emrexeozdemir>

Hatam Pırıyev  
<https://github.com/HatamPiriyeV>