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Contents: Deliverable 6.1. Documentation of the deployed technical mechanisms. Interim report on the deployment and use of technical and administrative tools that have been adopted for internal and external communication.	

Project Management Tools

In order to execute a project successfully, the project management team should be supported by a set of tools. The use of such tools usually makes the project managers' work easy as well as assisting in the standardisation of work processes for the coordinator and the consortium members. Below, we have described the management tools used by the POPART project.

Document sharing system

We have chosen GoogleDrive and the GoogleTools as a platform for the shared editing of documents. GoogleTools are a flexible solution that allows document owners to provide fine-granular access on a per-document and per-user basis. The tools comprise a complete Office suite that is suitable for all required documentation and reporting tasks. They allow tight interaction between co-authors through integrated commenting and chat functions. The tools provide a moderate ability for version tracking, whose limits are off-set by being much better suited for fast, efficient, online co-operation than offline tools which may have better versioning functions.

Simula is currently a Google enterprise customer, which ensures that our documents are handled by servers within the legal domain of the European Union, and which allows us POPART use Google tools under a strict confidentiality policy and without advertising.

Internal documentation

POPART will use Google Drive to host internal documentation. POPART's documents on Google Drive are only accessible by invitation. For the project members, this documentation is meant to function as their private discussion central and idea sharing venue.

In addition, POPART uses a Wiki, which facilitates several central collaborative functions for the project. The internal Wiki is available at: <http://wiki.popartproject.eu>

Presently, the wiki contains information on the following topics:

Development

- **Work Packages:** Here, we keep track of the status of topics that the consortium is working on, and who is collaborating on each of the topics. The status of topics is tracked with respect to the deadlines that are presented in the POPART contract.
- **Datasets:** Links to where the consortium members can find datasets for studying algorithms.
- **Resources:** Instruction for setting up databases and software. Presentation of testbeds and other pre-existing infrastructures.
- **Papers:** A list of papers that has been submitted in the context of POPART. When a new paper is planned by one of the partners, an extended abstract is published here, so that the partners can agree to its publication in accordance to the consortium agreement.

Administrative Topics

- **Project meetings:** To keep track of both recurring audio conferences and scheduled project meetings.
- **Deliverables:** Deadlines for internal review and final submission of each of the deliverables, as well as the description and status of the deliverable.

- What to publish on the website: Guidelines for what, when and how output of the project should be published at the project website.
- Partners/People: An updated list of who is working on the project, and contact information.
- Modes of operation from Brussels: Guidelines for when to contact the coordinator, and when to contact the Project Officer. This will be updated as routines form for the collaboration between the partners and the Project Officer.

Collaboration tools

- Mailing lists: The addresses and descriptions of the project mailing lists.
- GitHub / git: How to use the chosen code and document collaboration tool of the project, as well as links to recommended software.
- Website: Information about the website solution, and how to update the website.
- Google Docs: cooperative document writing and management
- Google Hangouts: video conferencing
- Wiki: Internal communication and structuring of information.

We are also using Google Docs to work collaboratively on all partners' reporting in POPART. This has already been used during application writing and proven to be effective, in particular due to its easy integration with chat and video conferencing functions.

Process considerations

- For every document that is authored for a deliverable, every partner involved in that work package appoints a co-author. The work package leader appoints one of the co-authors as the main editor (main author).
- During the review process, all participants to the deliverable must approve the document before submitting to the EC.
- Using the draft / review / proposed / final status, the main author of the document upgrades the status
- Google Docs editing mode is used during draft status
- Google Docs suggestion mode is used during review and proposed status

Conferencing software

We have chosen Google Hangouts as our audiovisual conferencing tool. Google Hangouts supports all relevant computer and mobile phone end-systems. Its robustness to a wide variety of network conditions has been proven. Google Hangout does also provide voice-only access to partners who need to join from a public service telephone network.

The POPART consortium holds a teleconference every 2nd week to keep track of the project progress, in addition to frequent bilateral teleconferences to discuss development decisions.

Costs for Google Hangouts are covered by Simula's contract with Google.

POPART Mailing Lists

We have the following mailing lists for different uses in the collaboration:

poparteu@googlegroups.com	All developers and researchers in the POPART project
poparteu-admin@googlegroups.com	Management related to the project

Version control and code sharing system

We have chosen git hosted by GitHub as our collaboration tool for code, papers and reports. Bitbucket provides encrypted transfer (SSL) and private repositories with detailed ACL options. Git is also a version control system that suits the project well, as it is popular with both commercial and open source developers. Projects can be kept private to a group of developers like the members of POPART, and all or a subset can be published as open source when so decided by the project partners. All project partners who will contribute to code development are experienced with git as a co-development and version control tool.

GitHub in particular is well-suited since important parts of the open source basis of POPART (OpenMVG) is already hosted on GitHub. GitHub can also support project publicity because publishing projects on GitHub attracts attention to the code that POPART partners decide to release as open source. For code that the consortium chooses to release code as open source, this can easily be achieved by switching a repository to public status. There is a wide range of available clients for git, supporting all common computer platforms, and providing the level of detail needed by both advanced users and for very basic use.

The Github page is available at: <https://github.com/poparteu>

POPART relies on 3D reconstruction methods that are implemented in the open source project OpenMVG, and POPART will contribute to this project. The 3D reconstruction of the markers will be integrated into the OpenMVG library. We will also integrate an interface into OpenMVG, which allows OpenMVG to link to the public POPART repositories as a contribution to its 3D reconstruction methods (integrating additional geometrical information).

The OpenMVG repository is available at: <https://github.com/openMVG/openMVG>

POPART Website

The website is updated with new information on the following:

- Code made public
- Attendance at shows, trade fairs, as well as conferences where we present something
- White papers as well as research papers
- (New) People
- Press coverage
- Other news in the project

The website is available at <http://popartproject.eu>