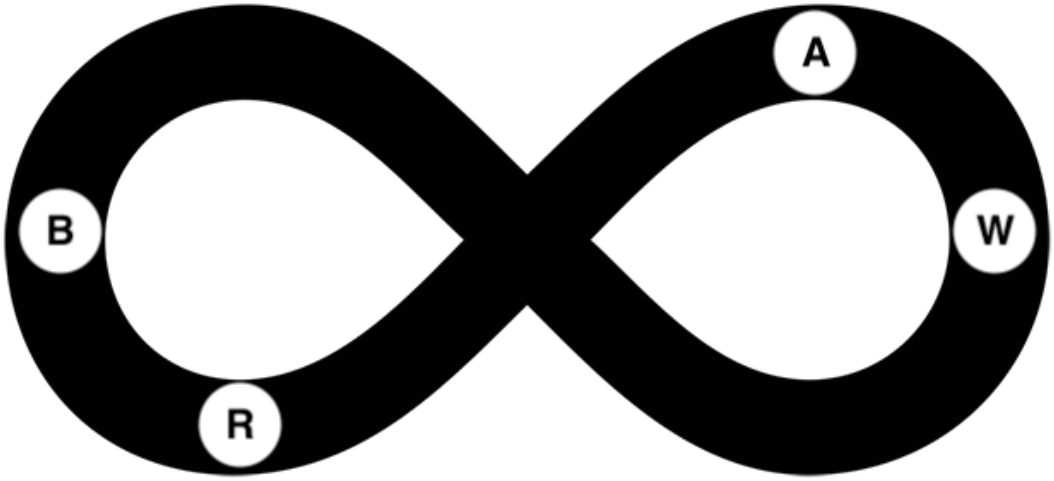
An introduction to

TEAM

BRAW

Bekzod Tursunov **| R**adu Laudat **| A**lvin Tang **| W**esley Ma



"Infinite Possibilities with BRAW"

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About the Team

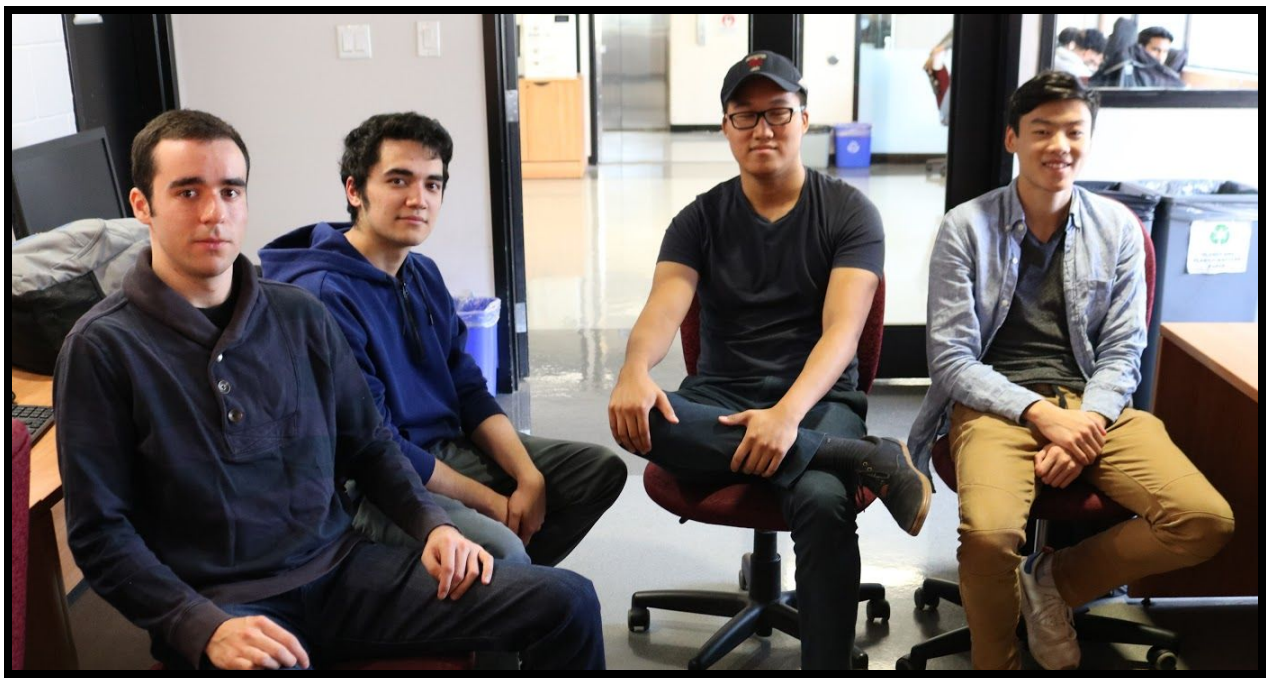


Figure 1.1: Picture of Team BRAW
Left to right: Radu Laudat, Bekzod Tursunov, Alvin Tang, Wesley Kar-Ho Ma

Team Name

BRAW is an acronym for all members of the team: Bekzod Tursunov, Radu-Mihai Laudat, Alvin Tang, and Wesley Kar-Ho Ma. The team name was chosen to symbolize that all members of the team have an equal part in making the final product.

Team Goals

BRAW hopes to follow these goals below to ensure that the final product will benefit not only the client, but the team as well.

1. Develop an application with the understanding of the client's needs and the general persona of all users
2. Team members should understand how to ask the right questions to each other, and as a team, to the client
3. Each team member should learn something (i.e. a new technology, soft skill, new software design principles) that they have not learned before
4. Each team member should be more comfortable developing code within an agile development

Team Strengths

- Java is a programming language that all members are familiar with
- Each member of the team already has co-op/internship experience within a team environment using various different technologies
- All members of the team have flexible working hours
- All members are willing to and are capable of learning new technologies for the project
- Leadership is equally distributed

Biographies

The following biographies are written in first person.

Bekzod Tursunov

Figure 1.2: Portrait of Bekzod Tursunov

Hi, my name is Bekzod Tursunov and i am a 3rd year student in Computer Science specializing in Software Engineering. I am also in Co-op but I have done all my placements already, last of which at Index Exchange as a Software Engineer, and before that at Caseware International as a Test Developer.

At Index Exchange, I was a full-stack (MEAN) client side developer for 4 months on a programmatic real-time bidding ad-tech software. Like majority of tech companies, we also used Agile, mainly Scrum but a little bit of Kanban methodologies. We were in two week sprints, deploying twice a week to production to maintain a fast and efficient rollout to the clients.

At Caseware, I was a Test Developer in the client-side for 8 months on a web app financial solution for small to mid sized accounting firms to compete and be efficient as the enterprise products. For 8 months I was writing automated test scripts in Javascript / Protractor framework and updating the underlying system of how the tests are run. This company was still transitioning from waterfall to Agile scrum so I got to experience different methodologies of software development.

Radu Laudat

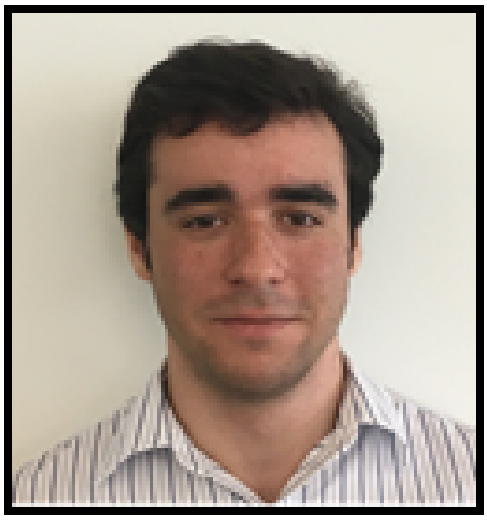


Figure 1.3: Portrait of Radu Laudat

Hello, my name is Radu Laudat and I am a third year Computer Science student at the University of Toronto Scarborough specializing in Software Engineering. I have formal programming training in the Python, Java, SQL, C and HTML languages through curriculum and self-initiated projects, including knowledge of object oriented programming concepts, data structures, algorithms and functional feature addition compatible designs.

Additionally, I have substantial familiarity and experience with the Software Development life cycle, including the Waterfall Model, iterative, incremental and Agile method processes. During my undergraduate education, I was part of a coop program and was able to work a total of 3 internships as a result of this.

My first job was at CIBC as a Technical Systems Analyst. In this role, I worked on the development of a transaction wire sanctioning system for First Caribbean International Bank to prevent further illicit dealings from occurring on the CIBC banking network and to improve the overall security of subsequent transfers.

My second job was at Munich Re as a Technical Architect. In this role, I was given the innovative task of developing a web scraper using Python that would traverse through a company life insurance page and save nearly 1400 individual legal documents associated with the topic to a server for future analysis by company actuaries.

My third and final job so far was at CI Investments as a Programmer. In this role, my main responsibility was converting SQR programs to Python with the use of numerous Python libraries in order to make the process of querying databases for the appropriate information and displaying it with the layout found in the original SQR a lot more efficient.

Alvin Tang

Figure 1.4: Portrait of Alvin Tang

I, Alvin Tang, am a third year Computer Science student specializing in Software Engineering at the University of Toronto. Before starting university, I had a keen interest in web development which has led me to the path of pursuing my degree. From that interest and the multiple experiences gained while in university, I have exposed myself to various languages such as Python, Java, HTML, CSS, JavaScript, PHP, ColdFusion, and SQL.

As my program allows me to do cooperative education, I have had the opportunity to work in a four month term in the winter of 2018. This term was held at Public Services and Procurement Canada, a government department, as a Web Developer and Technical Support. This opportunity allowed me to work in a professional team environment as a developer for the first time. Yet, as the government is lagging behind in new workplace methodologies, I was exposed to the waterfall methodology to complete projects. However, I have tried to learn and implement the agile method in small team projects and hope to improve my use of it during this project.

Wesley Ma

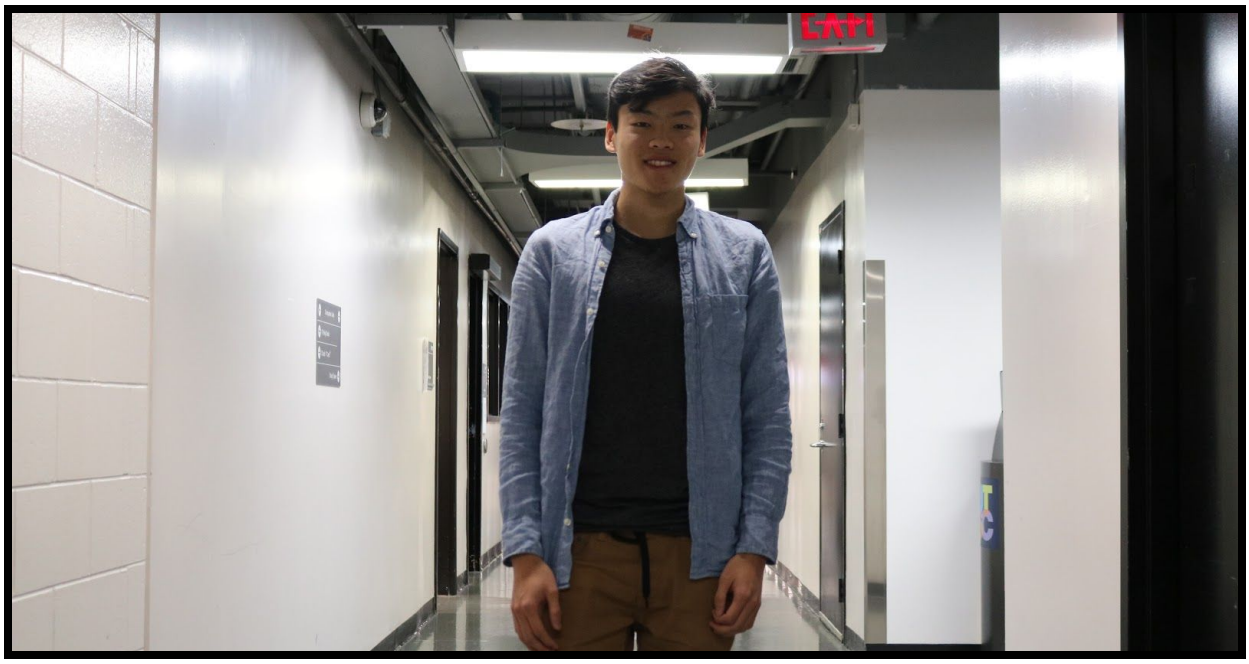


Figure 1.5: Portrait of Wesley Ma

Hello, my name is Wesley Ma. I am a student at the University of Toronto who has just begun his third year in the Computer Science program (coop), specializing in software engineering. Through my schoolwork, hackathons, and personal projects, I have gained experience with working with Java, C, and Python. I am also actively engaged in self-learning web development to further broaden my skills.

As I am in the co-op program, I have already completed a co-op term at the Canada Revenue Agency. There, I was a performance tester tasked with ensuring smooth performance across many major external and internal facing applications. During my time at CRA, I was part of two different teams and worked in both waterfall and Agile development environments. As a performance tester, I not only used industry tools such as HPPC to execute stress tests, but also used my knowledge of OOP, and data structures to write programs to automate data collection and analyze log files.

Figure 1.6: Team BRAW Sharing a Meal

Team Agreement

The agreed upon guidelines for completing the project are as follows.

Basics

- ➔ **Scrum Master:** Alvin Tang
- ➔ **Sprint Length:** 1 week (starts every Friday)
- ➔ **Sprint Unit:** 1 story point equals 1 hour
- ➔ Members must always cite code that is greater than 5 lines

Communication

Method of Communications

Communication between team members will happen through the following technologies.

- ➔ **Facebook Messenger** for messaging (main form of communication)
- ➔ **Discord** for voice communication
- ➔ **Google Docs** and **Trello** for any notes
- ➔ **Phone calls** for emergencies
    - ◆ Alvin: 647-785-8122
    - ◆ Bekzod: 647-519-5805
    - ◆ Radu: 416-833-7002
    - ◆ Wesley: 416-948-8077

Communication Response Times

- ➔ **Facebook Messenger:** Within 6 hours during wake hours
- ➔ **Phone calls:** If possible, respond immediately and if not possible, call back within 1 hour

Meetings

Regular Meeting Times

- ➔ **Daily Scrum Meetings** (Mandatory)
    - ◆ Monday from 6pm to 6:15pm
    - ◆ Wednesday from 11am to 11:15am
    - ◆ Online on **Facebook Messenger** if necessary
- ➔ **Sprint Scrum Meeting** (Mandatory)
    - ◆ Friday from 3pm to 4pm

- ➔ **Weekly Meeting with CSCC01 Teaching Assistant** (Mandatory)
  - ◆ Wednesday from 2pm to 2:30pm
  - ◆ May change depending on teaching assistant availability hours
- ➔ **Work-based Meetings** (Optional)
  - ◆ Wednesday from 11:15 am to 2 pm

Running Regular Meetings

- ➔ Regular meetings (excluding the meeting with the TA) will happen face-to-face at the **IC fourth floor labs in UTSC**
- ➔ Regular meetings with the TA will happen face-to-face depending on the TA
- ➔ Meeting minutes will be written by the scrum master
- ➔ Any emergency meetings will happen online on **Discord**

Attendance for Regular Meetings

- ➔ If a team member cannot attend a mandatory meeting in person:
  - ◆ they must notify the team 30 minutes in advance
  - ◆ they will be required to use **Discord** to attend the meeting
- ➔ If a team member cannot attend a mandatory meeting at all:
  - ◆ They must notify the team 24 hours in advance
  - ◆ they must provide a valid excuse (i.e. school evaluation, health reasons)
- ➔ If a team member will be late to a mandatory meeting:
  - ◆ they must notify the team 30 minutes in advance

Regular Meeting Preparations

- ➔ For every sprint scrum meeting, an agenda is necessary
  - ◆ The agenda includes:
    - what we hoped to do during the previous sprint
    - any problems during the week and how we resolved them
    - new tasks for the project
    - possible new ideas
    - a quick check if the team goals are being met
  - ◆ The agenda is posted on **Facebook Messenger** at least an hour in advance
  - ◆ Scrum master is responsible for writing the agenda
- ➔ Every team member must be able to provide their work updates in a list

Version Control

- ➔ Respect the **.gitignore** file that is regularly updated
- ➔ For each new feature, create its own branch from the development branch, then when completed merge to the development branch

- ➔ Before the weekly meeting with CSCC01 teaching assistant or before submitting working code, merge the development branch to master branch
- ➔ Keep master/development branches up-to-date
- ➔ Always work in feature branches even if there are minor fixes
- ➔ Log messages should use the template:
  - ◆ Modified [TASK] by [DESCRIPTION OF MODIFICATION]
  - ◆ Added [FEATURE] so [EXPLANATION]
  - ◆ Removed [FEATURE] so [EXPLANATION]

Division of Work

- ➔ Division of work is based on each member's current workload
- ➔ No member is set as a decision maker for the team; everything will be decided democratically during sprint scrum meetings

Submitting Work

- ➔ The team must submit work 24 hours before the deadline (Sunday at 5pm)
- ➔ At least 2 team members will review another member's work
- ➔ Once reviewed, the merge request can be accepted to master

Contingency Plans

- ➔ If a member drops out, his/her workload will be distributed* with the remaining members
- ➔ If a member is experiencing any health problems, he or she can do whatever they can to finish, and any leftover work will be distributed* with the other members unless someone volunteers to takeover
- ➔ If the majority of the team sees that a member does not participate as often or is lagging behind for unnecessary reasons, said member will be given one warning. When the member repeats their actions, the member will be reported to a teaching assistant or the professor
- ➔ If member A wants to work on member B's part in the project, member A must inform member B and ask for permission

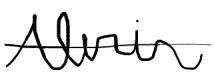
*** Distributed based off each member's current workload**

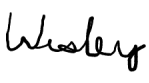
Signatures

All members of team BRAW agree with the guidelines listed above for completing the project.


Bekzod Tursunov


Radu-Mihai Laudat


Alvin Tang


Wesley Kar-Ho Ma