Day-to-Day Progress

17th June 2015

Chris Hall, Ellen Campbell, Atul Mathur, Mike Reep, Tom Green, Matt Killmeyer - senior leaders at IMC - discussed the new 18F project and conducted a meeting to identify resources and activities needed. Matt Killmeyer was assigned as the Agile Coach and also the leader of the prototype with authority, responsibility and accountability for the quality of the prototype. Matt was accountable to Atul Mathur, the VP of Technology and a senior leader at IMC.

18th June 2015

Atul Mathur, Matt Killmeyer, Tom Curran, Chris Hall, Tom Green, Mike Reep, Morgan Kreutz, Rylie Chase, Alan Tarica, Sachin Patel, Parul Patel, Shreyas Patil, Ellen Campbell and Amrita Nayak got together to discuss the idea further and created labor categories based on the document provided by 18F, assigned resources to these categories and distributed activities amongst these resources. They also made teams and set milestones. The labor categories were assigned as follows:

|  |  |  |
| --- | --- | --- |
| **GSA ADS Labor Category** | **IMC IT 70 Labor Category** | **Assignee** |
| Product Manager | Senior Project Manager | Tom Green |
| Technical Architect | Senior Systems Architect | Atul Mathur |
| Interaction Designer/User Researcher/Usability Tester | Testing Specialist II | Parul Patel  Dipti Bhanose |
| Writer/Content Designer/Content Strategist | Senior Documentation Specialist | Amrita Nayak |
| Visual Designer | Graphics Specialist | Morgan Kreutz |
| Front End Web Developer | Senior Web Designer | Shreyas Patil |
| Back End Web Developer | Senior Web Developer | Alan Tarica |
| DevOps Engineer | Senior Systems Architect |  |
| Security Engineer | Senior Systems Architect |  |
| Delivery Manager | Project Manager |  |
| Agile Coach**\*** | Consulting Functional Expert | Matt Killmeyer |
| Business Analyst | Senior Business Analyst | Sachin Patel |
| Digital Performance Analyst | Senior Web Developer |  |

In addition to the above mentioned labor categories, the following were also involved in the project :

Ellen Campbell ( Director of Proposals )

Thomas (Tom) Curran ( Proposals Manager)

Mike Reep (Director of Public Sector)

During the meeting milestones were set as follows:

* One and a half days to finalize the design of the product
* Two days to develop the product
* Two days to test the product
* Half a day to promote the product.

Some of the other highlights of the meeting were:

* As the leader and Agile Coach, Matt set up a recurring daily stand up meeting.
* The time and place for daily standup meetings were set.
* The team decided to work on enhancing the ‘adverse effects’ section of the open.fda.gov website.
* The maximum number of pages that the development team would create was fixed to 3.
* JIRA accounts were created for all the team members to log their daily work.
* Sachin, Atul, Alan and Matt discussed the types of servers that could be used. Nginx servers were mentioned.
* Continuous Integration and ways to implement it were discussed by Atul and Matt.
* Design perspectives were finalized with the help of Tom Green. The team decided to consider the following 3 categories of users.

1. General consumers (Example: Patients)
2. Researchers (Example: Pharmaceutical scientists)
3. Physicians and medical professionals (Example: Doctors)

The following use cases were considered for the 3 category of users:

* General consumers would want to be able to select the drug names and then drill down based on reaction, ranked by the seriousness and likelihood of occurrence (how common it is).
* Researchers would like to have a look up box and group drug names based on indications. For example asthma, cardiovascular etc. This data could be further drilled down based on the reactions and its severity. This group of end users also includes lawyers.
* Physicians would like to have the data drilled down by drug name, indication and seriousness. This would enable them to quickly look up some drug and its reactions before prescribing it to their patients.

The team also decided to color code the reactions to indicate severity. For example if a certain drug caused death, it would be color coded red to indicate high severity.

19th June, 2015

* The meeting began with an introduction to agile and scrum methodologies by Matt.
* Matt led the stand up meeting and the team members provided updates which included informing the team what they did the day before, what they will be doing that day and their obstacles.
* Several alternatives were evaluated for the product URL and product name. The team finally decided on ‘RX Effects’.
* Matt and Atul discussed the Git repository and file structures. The team planned on using a sandbox to test commits.
* Based on scrum framework, the project was set to be released in 4 sprints of 1 week each. Each sprint would last from Monday to Friday. At the end of each sprint we would have a newer and better version of the product ready for use.
* Based on the sprint framework, the team would use that day (Friday) to create a large backlog and consider that day to be sprint 0.
* Shreyas set up Git for himself and helped other set it up.
* Shreyas and Alan made connections to Amazon Web Service Server Instance.
* They compared Nginx with Apache Tomcat and decided to use Apache Tomcat Servers instead of Nginx as the Apache Tomcat supports Java applications better.

The daily stand up meeting was followed by 2 other meetings involving the design team.

The meeting highlights were:

* The home page for the product created by the visual designer, Morgan was discussed. Certain elements were added and certain changes were made to the layout of the page.
* Ideas for the logo were discussed. The team decided to mirror the open.fda.gov website as much as possible.
* User perceptive was analyzed. What information the user would like to see and how the user would like to view that information were discussed.
* Levels of drill down, filtering, classification were analyzed.
* The team decided on using the name of the drug as the first filter. This would be an auto complete text box. This would return the top 5% prevalent adverse effects of that drug. The visual would be displayed in the form of a bar graph.
* The next filter would be seriousness and outcome. This would add value to what is currently available on the open.fda.org website.
* Tom, Shreyas, Alan and Sachin refined user stories and classified into 3 separate stories:

1. User Story1: View top 5% events
2. User Story2: view top 5% events as a bar chart
3. User Story3: View top 5% events with filters for seriousness and outcome

* The Agile Coach, Matt was informed about the updates from the design meeting so that he could give the team his feedback.
* Alan and Shreyas had issues extracting results from the data. This technical hurdle was discussed by the team and getting the data local and manipulating it was considered as plan B to overcome to hurdle.

22nd June, 2015

* Matt led the daily stand up meeting. The team decided to discuss and finalize the folder structure and the nomenclature by the end of business that day.
* Shreyas and Alan got JQuery up and running.
* They created a theme on Bootstrap and got it up and running.
* They used wireframe to create the structure of the website.
* They looked into the data and the type that will be used in the website.
* They made sample Ajax calls to api.fda.gov to get data in JSON format.
* The stand up meeting was followed by a design meeting during which different forms of graphs were discussed. Tom Green, Alan, Shreyas, Sachin, Morgan and Amrita discussed the pros and cons of several types of graphs and finally decided to use a horizontal bar graph as they felt it is the industry best practice.
* The ‘top 5% prevalent events’ was changed to ‘5 most frequent events’ as the Product Manager felt this was more informative. The user stories too were updated by Sachin so that it could be uploaded to JIRA by the end of business that day.
* The page layout was refined further by Morgan, Tom, Alan, Sachin and Shreyas. Button and graph placements were discussed.

23rd June, 2015

* Matt led the daily stand up meeting.
* Shreyas and Alan looked into the types of visualization tools that could be used.
* They rendered the chosen graph on demo data.
* They looked deeper into the data to understand the structure in api.fda.gov
* Suggestions were made by Matt to create a government account and give them restricted access to 18F project on JIRA.
* Atul suggested Amrita to mention the URL in the readme file.
* Atul and Matt suggested Sachin and Amrita to include screenshots in word documents.

24th June, 2015

* Matt led the daily stand up meeting.
* Shreyas and Alan developed a program that could generate a bar for each outcome for the specified drug but it failed data validation. So they changed the graph to show just single bars for each outcome with a number indicating the count.
* They also changed the functioning of the program to show the union of 2 or more chosen outcomes as the total number on the bars in the graph.
* The daily stand up meeting was followed by a design meeting during which the possibility of changing the chart to a stacked chart was discarded as the top 5 outcomes changed with the chosen outcome.
* Since there was a lot of empty space below the chart, Shreyas and Alan recommended increasing the number of frequent outcomes from 5 to 10.
* Tom Green suggested adding descriptions at the top of the chart to indicate what criteria were chosen by the user to generate this chart.
* 508 Compliance was discussed.
* Recommendations were made to change the colors of buttons so that when the user chose a filter, his selection was clearly visible to him.
* Suggestions were made to draw a box around the filters and have a label for each filter to make it more user friendly.
* A list of open source tools used was created.
* A WebEx demo was conducted with Jim Glass (former division chief at the National Institutes of Health with subject matter expertise in drug adverse events) for feedback.
* He mentioned adding manufacture name and reviewing the logo as he thought that the logo did not indicate that there is any content for devices.
* Morgan and Tom Green also recommended filling up the empty space before graph generation with some text.

25th June, 2015

* The daily stand up meeting was led by Matt.
* Sprint 2, 3 and 4 were populated with user stories by Sachin
* Shreyas and Alan refined the web pages based on feedback given by Tom Green and Morgan.
* Parul was asked to create defects in JIRA.
* Git accounts were setup for additional labor categories and several commits were made.
* Suggestion was made to Shreyas and Alan make all Ajax calls with HTTPS instead of HTTP
* The daily standup was followed by another meeting during which the team was informed about the extension for the prototype delivery.
* The team then decided to implement sprint 2, expand the device list
* Ellen and Amrita decided that photos of the team members working together need to be captured to show as evidence. Several pictures of the team members were clicked.
* Amrita and Ellen also noticed a few points that the RFQ mentioned regarding the README file and had a review meeting regarding the same
* A new approach to the README file was considered to meet the criteria mentioned in the RFQ.

26th June, 2015

* Amrita reviewed the README file with a few others for feedback. A new and better approach was considered after considering the feedback and input provided.
* This was followed by the daily stand up meeting led by Matt.
* Alan and Shreyas decided to begin working on sprint 2 while Dipti and Parul worked on testing sprint 1.
* Matt suggested grooming the user stories.
* The team decided to conduct another meeting the same afternoon.
* The team specified the product version as 0.25. Version 1 would be the full product available at the end of sprint 4.
* Parul had the Selenium scripts ready.
* Amrita was asked to add all the supporting documentation for sprint 1 to Git.
* A sprint1 review meeting was conducted. Matt led the meeting and began with a description of agile and scrum methodologies, the advantages and disadvantages.
* Matt explained the 18F project reports and charts that are generated on JIRA for sprint 1.
* Sachin explained the user stories and Shreyas showed a demo of the working prototype for sprint 1.
* After the review session the team began planning sprint 2.
* They decided to include a link to the fda from where the results were obtained.
* The team planned to resize the website for Android and iOS operating systems.

29th June, 2015

* The daily stand up meeting was led by Matt
* Sprint 1 was completed successfully on Friday as planned
* Shreyas helped the team members fix Git issues
* Matt and Atul discussed getting a SSL Certificate
* Matt asked everyone to log their work by end of business Tuesday so that Wednesday the team can deliver the product
* Matt also discussed uploading the style guide to Git
* Sachin decided to work on 3 user stories for sprint 2
* Joseph, an intern was included in the meeting and was asked to work on emulators for mobile devices.

30th June, 2015

* Matt led the daily stand up meeting.
* Matt procured the SSL certificate, configured it and validated it.
* The team also got Jenkins fixed with the help of Enoch, a developer.
* Matt suggested reviewing the repository and checking for gaps.
* He suggested reviewing the final product by the end of the day.
* Matt suggested getting all attachments form JIRA and storing them in Git.
* The new RFQ increased the word limit of the new README file from 750 to 1500 words.
* Ellen and Amrita conducted a meeting regarding the increased word count and also regarding attachment E.
* Amrita was asked to add photos of teams working together to the Git folder.

1st July, 2015

* Matt led the daily stand up meeting.
* During the stand up meeting, one of the team members informed the team about the extension through the 7th of July.
* The team discussed developing sprint 2a instead of sprint 3 as the extension just gave 2 and a half more business days and not a whole week.
* Joseph, the intern tested using emulators. He focused on Google’s development kit – Lollypop emulator for a generic android browser and the Safari browser for iOS.
* Shreyas and Alan integrated Selenium and JSON.
* Matt, Shreyas and Alan completed the GoDaddy certificate.
* Morgan, Shreyas, Alan and Sachin planned to change icons for the next sprint.
* Matt, Atul, Alan and Shreyas planned to optimize the code to make it look better.

2nd July 2015

* The daily stand up meeting was led by Matt.
* Matt reminded everyone to log their hours in JIRA.
* Based on the new extension, Matt asked the team to get everything done by Monday noon so that the product can be delivered on Tuesday in the noon.
* Shreyas and Alan updated the images on the website and also discussed new user stories with the Sachin and Tom Green.
* Shreyas improved the code quality.
* Alan and Shreyas planned to finish development by the end of the day so that Monday could be dedicated to testing and fixing bugs.
* Matt and Enoch recommended resizing images for the mobile website to increase the speed.
* A review of the prototype was conducted which was led by Matt.

6th July, 2015

* The daily stand up meeting was led by Matt.
* Parul and Dipti discovered that the mobile app does not work properly. Certain texts get hidden by the logo.
* Another issue Parul discovered was with the Safari browser. The chart did not refresh if a Safari browser was used to display it.
* Shreyas and Alan planned to resolve all defects by the end of the day.
* A few of the team members had issues in viewing the testing video uploaded to Git. The team planned to resolve it by the end of the day.
* Atul, Matt, Shreyas, and Alan planned to work on using containers for the prototype.
* The daily stand up meeting was led by Matt and it was followed by another meeting during which Matt reminded everybody to put everything into Git and log all the hours in JIRA.
* Matt assigned team members to certain sections of the Attachment E so that they are responsible for the contents in those sections.