

BEAMS TEAM

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Introduction

The manual extraction of data from analytics platforms used for predicting epidemics is a process that can be automated. This requires the development of an API that will query disease reports from ProMed (<https://promedmail.org/>), one of the largest publicly available websites used by the international infectious disease community for reporting and monitoring emerging diseases.

This report will discuss our initial project management plan. We will highlight team member task delegation, communication methods, and our choice of software tools used. This report is a working document and will be continuously updated throughout the project.

Management Information

Beams Team Roles and Responsibilities

				
Mozamel Anwary	Matthew Freeman	Paul Grace	Mariya Shmalko	Annabel Zhou
Technical Lead	API Dev	API Dev	Team Lead	Frontend Dev
Fullstack Dev	Frontend Dev	Backend Dev	API Dev	Business Analyst
DevOps	Business Analyst	Business Analyst	Backend Dev	Quality Assurance
	Quality Assurance	Quality Assurance	Business Analyst	

A list of available roles:

- Team Lead
- Technical Lead
- API Dev
- Backend Dev
- Frontend Dev
- Fullstack Dev
- DevOps
- Business Analyst
- Quality Assurance

Team Collaboration and Communication

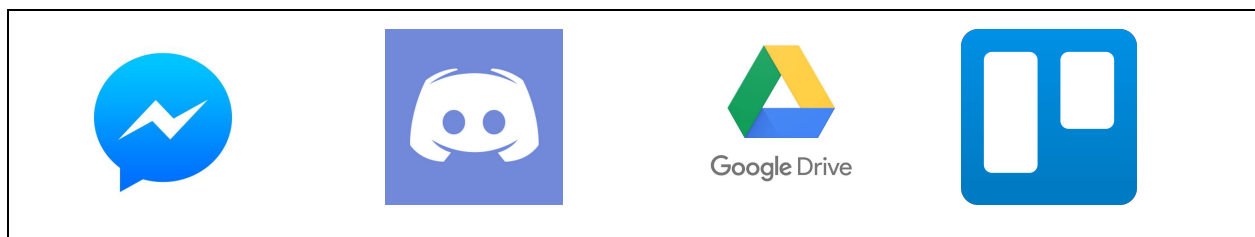
In order to achieve maximum productivity throughout the project the team has decided to hold weekly meetings, separate to the mentoring session, and has opened up a line of communication and documentation.

The team has a group chat on Facebook messenger. This serves as a platform for the team to lead discussions about the general development of the API. A second group has been created on Discord for the exchanging of important information such as team member emails and private keys which cannot be uploaded to GitHub for security reasons, making use of Discord's pinning feature. The Discord platform is also where weekly phone calls are held to discuss, in detail, the action points for the next week.

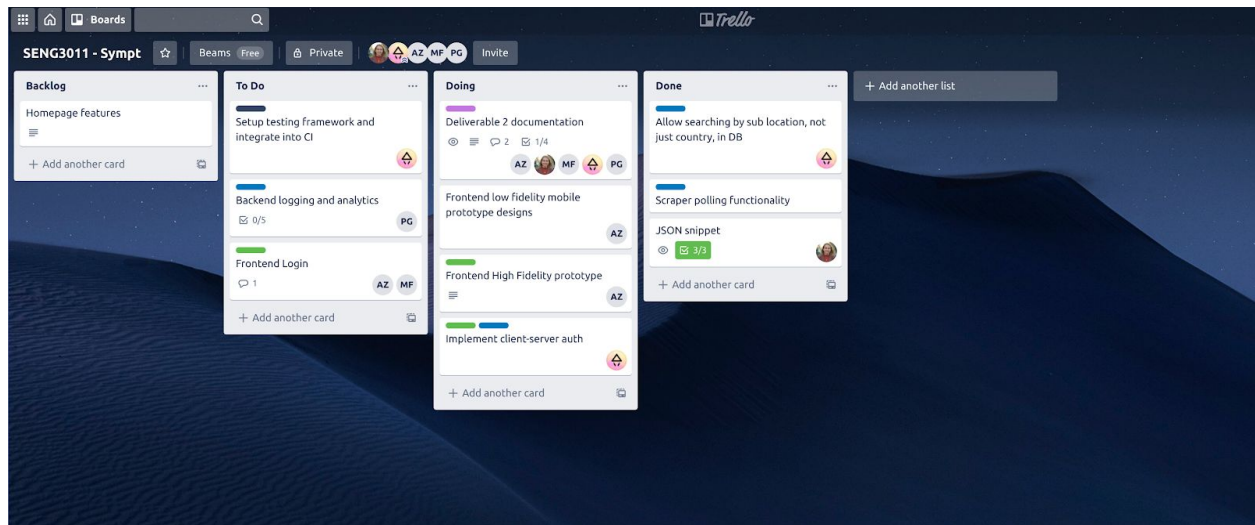
For deliverables and documents which need to be collaborated on, a Google Drive has been created. The live updating feature that Google provides makes working together simple.

To track project progress, a project board has also been created on GitHub. Currently, it serves to track progress on Deliverable 1. However, once coding of the API and frontend begins, it will be a place to write Epic Stories and track features using standard kanban format. All the source code for our project will also be stored in a private GitHub repository.

To track project progress, a project board has also been created on Trello. It will serve to track progress on each of our Deliverables. Once coding of the API and frontend begins, it will be a place to write Epic Stories and track features using standard kanban format. All the source code for our project will also be stored in a private GitHub repository.



Current Trello Board (20/03/2020)



Update since D2:

The team has increased meetings to three video meetings a week, including the mentoring session. We schedule a call after the mentor meeting to discuss actionables for the week. The second team call is held near the end of the week, either Thursday or Friday to discuss progress on deliverables and to assign actionables for the weekend.