Team Contributions: POC
Software Engineering

Team #23, Project Proxi
Savinay Chhabra
Amanbeer Singh Minhas
Gourob Podder
Ajay Singh Grewal

This document summarizes the contributions of each team member up to the POC Demo. The time period of interest is the time between the beginning of the term and the POC demo.

1 Demo Plans

The demo will be the following in order to properly showcase the base features of Proxi POC: It will be entirely textual for now, with inputs in the terminal to interact with the AI. We will ask the AI to, on my computer, go to my instagram, search for a famous instagram influencer (For example Sydney Sweeney) and they will have to like one of their posts and post a comment. Then in a word document on my computer it will have to write a small essay about the influencer.

2 Team Meeting Attendance

Student	Meetings
Total	6
Ajay Grewal	6
Savinay Chhabra	6
Amanbeer Singh Minhas	6
Gourob Podder	6

3 Supervisor/Stakeholder Meeting Attendance

Supervisor's Name: This project has no supervisor
Stakeholders: Seniors

Student	Meetings
Total	1
Ajay Grewal	1
Savinay Chhabra	1
Amanbeer Singh Minhas	1
Gouroub Podder	1

Individual Team Members had quick chats with their grandparents as they are one of the primary demographics for this project.

4 Lecture Attendance

Student	Lectures
Total	13
Ajay Grewal	8
Savinay Chhabra	8
Amanbeer Singh Minhas	7
Gourob Podder	7

5 TA Document Discussion Attendance

TA's Name: Christopher Schankula

Student	Lectures
Total	1
Ajay Grewal	0
Savinay Chhabra	0
Amanbeer Singh Minhas	0
Gouroub Podder	0

Even though they were 3 TA meetings that should have occured, our TA was unavailable for 2 of them and the team was not available for one of them.

6 Commits

Student	Commits	Percent
Total	79	100%
Ajay Grewal	22	27%
Savinay Chhabra	26	34%
Amanbeer Singh Minhas	15	18%
Gouroub Podder	16	20%

7 Issue Tracker

Student	Authored (O+C)	Assigned (C only)
Ajay Grewal	6	5
Savinay Chhabra	6	5
Amanbeer Singh Minhas	6	5
Gourob Podder	6	5

8 CICD

Our team uses GitHub Actions to manage Continuous Integration and Continuous Deployment. The following automated steps are executed throughout the development process:

- Each push or pull request triggers a full CI pipeline including unit, integration, and system tests executed through `pytest`.

- The workflow also performs static analysis using `flake8` and `pylint` to detect syntax and maintainability issues.

- Pull requests cannot be merged unless all tests pass and at least one reviewer has approved the changes.

- Stable commits are tagged automatically and exported as demo builds to support testing and validation milestones.

9 Team Charter Trigger Items

Trigger Summary: Based on our team charter, the primary triggers for intervention include:

- Missing a scheduled team or supervisor meeting without at least 24 hours notice.

- Repeated missed deadlines or uncommunicated delays on assigned deliverables (more than 1–2 occurrences).

- Consistently arriving late to meetings without prior notice.

- Submitting low-quality or incomplete work without explanation.

- Disruptive behavior or conflict without attempting resolution through team discussion.

Observed Trigger Events: No formal trigger violations occurred during this period. All absences or delays were communicated in advance and approved by the team. Examples include:

- One member joining late due to a class scheduling overlap during Midterm Week.

- Another member briefly missing a work session to attend a lab but completing their assigned tasks later the same day.

- Short connectivity issues during one online meeting resolved within minutes.

All instances were communicated promptly and did not affect project progress or deliverable quality.

Plan and Reflection: No corrective actions were necessary as all team members demonstrated responsibility and respect for deadlines and communication. Moving forward, the team will:

- Continue to provide early notice of scheduling conflicts.

- Balance academic workload and project responsibilities fairly.

- Maintain consistent participation and accountability.

Our current triggers remain appropriate and effective, requiring no revisions at this stage.

10   Additional Productivity Metrics

To measure our overall progress and teamwork, the following simple metrics were tracked during the period leading up to the POC demo:

- **Meeting participation:** Each member attended over 90% of team and supervisor meetings.

- **On-time submissions:** All major deliverables (SRS, VnV Plan, and Hazard Analysis) were submitted before the deadline.

- **Peer review response time:** Feedback on documents was usually provided within 2 days.