

Team Contributions: Rev 0

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 for the Rev 0 Demo. The time period of interest is the time between the PoC demo and the Rev 0 demo; the contributions prior to the PoC are NOT included.

1 Demo Plans

We will demo one complete Proxi task from start to finish. The demo will show how a user can give a natural-language command and Proxi can complete the request end-to-end. Example tasks include actions related to messaging, browsing, scheduling, and other everyday computer workflows.

The demo will follow these steps:

1. Launch Proxi and show the UI is ready.
2. Enter one command (voice or text).
3. Show Proxi interprets the request and determines what to do.
4. Show Proxi performs the action on the computer.
5. Show the final confirmation and result in the UI.

2 Team Meeting Attendance

Student	Meetings
Total	9
Ajay Grewal	9
Savinay Chhabra	9
Amanbeer Singh Minhas	9
Gouroub Podder	9

3 Supervisor/Stakeholder Meeting Attendance

Supervisor's Name: This project has no supervisor

Stakeholders: Seniors

Student	Meetings
Total	7
Ajay Grewal	1
Savinay Chhabra	3
Amanbeer Singh Minhas	2
Gouroub Podder	1

Individual Team Members had chats with their grandparents and asked them questions about their experiences during with their computing devices. These chats were informal and not scheduled meetings.

4 Lecture Attendance

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

5 TA Document Discussion Attendance

TA's Name: Christopher Schankula

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

We had 1 TA meeting but it was cancelled due to a snow day.

6 Commits

Student	Commits	Percent
Total	127	100%
Ajay Grewal	39	30.7%
Savinay Chhabra	36	28.3%
Amanbeer Singh Minhas	25	19.7%
Gouroub Podder	27	21.3%

7 Issue Tracker

Student	Authored (O+C)	Assigned (C only)
Ajay Grewal	3	1
Savinay Chhabra	3	1
Amanbeer Singh Minhas	3	1
Gouroub Podder	3	0

8 CICD

Our project uses GitHub Actions to automate testing and documentation builds on every update to the repository. For continuous integration, the CI workflow is triggered on pushes and pull requests to `main`, `master`, and `develop`. It sets up a clean Ubuntu environment, installs Python dependencies from `src/requirements.txt`, and runs the full test suite with `pytest` on Python 3.11 and 3.12 to ensure compatibility across versions. Test coverage is also checked using `pytest-cov`, and the workflow reports missing coverage while allowing the pipeline to continue so development is not blocked by coverage warnings.

For continuous delivery of documentation, we use a separate GitHub Actions workflow called `buildtex` that triggers only when files under `docs/` are changed on `main`. This workflow identifies which `.tex` files were modified, compiles the corresponding PDFs using `texlive-action`, and automatically commits and pushes the updated PDFs back to the repository. This ensures the latest LaTeX documentation is always kept up-to-date without requiring manual PDF compilation or uploads.

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 were submitted before the deadline.
- **Peer review response time:** Feedback on documents was usually provided within 2 days.