Team Contributions: POC
Software Engineering

Team #23, Project Proxi
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Amanbeer Singh Minhas
Gourob Podder
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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

[For each team member how many team meetings have they attended over the time period of interest. This number should be determined from the meeting issues in the team's repo. The first entry in the table should be the total number of team meetings held by the team. —SS]

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

[If needed, an explanation for the counts can be provided here. —SS]

3 Supervisor/Stakeholder Meeting Attendance

[For each team member how many supervisor/stakeholder team meetings have they attended over the time period of interest. This number should be determined from the supervisor meeting issues in the team's repo. The first entry in the table should be the total number of supervisor and team meetings held by the team. If there is no supervisor, there will usually be meetings with stakeholders (potential users) that can serve a similar purpose. —SS]

Supervisor's Name: NO SUPERVISOR
Stakeholders: Team Member's grandparents

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

Individual Team Members had a meeting with their grandparents as they are one of the primary stakeholders.

4 Lecture Attendance

[For each team member how many lectures have they attended over the time period of interest. This number should be determined from the lecture issues in the team's repo. You can find the number of lectures in the time period of interest by looking at the Google calendar for the capstone course. —SS]

[NOTE: There will be approximately 13 lectures between the start of class and the POC demos —SS]

Student	**Lectures**
Total	13
Ajay Grewal	8
Savinay Chhabra	8
Amanbeer Singh Minhas	7
Gouroub Podder	10

[If needed, an explanation for the lecture attendance can be provided here. —SS]

5 TA Document Discussion Attendance

[For each team member how many of the informal document discussion meetings with the TA were attended over the time period of interest. —SS]
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

[For each team member how many commits to the main branch have been made over the time period of interest. The total is the total number of commits for the entire team since the beginning of the term. The percentage is the percentage of the total commits made by each team member. —SS]

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

[If needed, an explanation for the counts can be provided here. For instance, if a team member has more commits to unmerged branches, these numbers can be provided here. If multiple people contribute to a commit, git allows for multi-author commits. —SS]

7 Issue Tracker

[For each team member how many issues have they authored (including open and closed issues (O+C)) and how many have they been assigned (only counting closed issues (C only)) over the time period of interest. —SS]

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

[If needed, an explanation for the counts can be provided here. —SS]

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.