

Development Plan

Software Engineering

Team #22, TeleHealth Insights
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Table 1: Revision History

Date	Developer(s)	Change
20/09/24	Jasmine Sun-Hu, Mitchell Weingust	Added: Team Identifiers, Confidential Information, Intellectual Property, Copyright License, Team Meeting Plan
Date2	Name(s)	Description of changes
22/09/24	Mitchell Weingust	Added: Appendix - Team Charter
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[Put your introductory blurb here. Often the blurb is a brief roadmap of what is contained in the report. —SS]

[Additional information on the development plan can be found in the lecture slides. —SS]

1 Confidential Information?

There is no confidential information to protect, therefore there is no agreement.

2 IP to Protect

There is no intellectual property to protect, therefore there is no agreement.

3 Copyright License

Mozilla Public License 2.0 (MPL-2.0)
<https://github.com/parishanizam/TeleHealth/blob/main/LICENSE>

4 Team Meeting Plan

The team will meet in-person at least once a week every Monday from 3:30-4:30 pm. Exceptions to this may include when the University is closed, statutory holidays, or a group consensus to postpone the meeting is agreed upon. Additional meetings can be held in person or virtually through the team's discord server on a per need basis. Location and timing will be decided as a group at least 3 hours in advance. Team meetings will be structured as follows:

- 5-10 minutes of progress check-in
- 5 minutes of agenda debrief
- 40 minutes of executing the agenda
- 5-10 minutes of discussing next steps

The meeting chair will be decided at least 24 hours prior to the meeting, and rotate on a weekly basis.

Meetings with the project's supervisor will take place in-person every Tuesday from 9:45-10:15 am. Exceptions to this may include when the University is closed, statutory holidays, or a group consensus to postpone the meeting is agreed upon.

5 Team Communication Plan

[Issues on GitHub should be part of your communication plan. —SS]

6 Team Member Roles

[You should identify the types of roles you anticipate, like notetaker, leader, meeting chair, reviewer. Assigning specific people to those roles is not necessary at this stage. In a student team the role of the individuals will likely change throughout the year. —SS]

7 Workflow Plan

- How will you be using git, including branches, pull request, etc.?
- How will you be managing issues, including template issues, issue classification, etc.?
- Use of CI/CD

8 Project Decomposition and Scheduling

- How will you be using GitHub projects?
- Include a link to your GitHub project

[How will the project be scheduled? This is the big picture schedule, not details. You will need to reproduce information that is in the course outline for deadlines. —SS]

9 Proof of Concept Demonstration Plan

What is the main risk, or risks, for the success of your project? What will you demonstrate during your proof of concept demonstration to convince yourself that you will be able to overcome this risk?

10 Expected Technology

[What programming language or languages do you expect to use? What external libraries? What frameworks? What technologies. Are there major components of the implementation that you expect you will implement, despite the existence of libraries that provide the required functionality. For projects with machine learning, will you use pre-trained models, or be training your own model? —SS]

[The implementation decisions can, and likely will, change over the course of the project. The initial documentation should be written in an abstract way; it should be agnostic of the implementation choices, unless the implementation choices are project constraints. However, recording our initial thoughts on implementation helps understand the challenge level and feasibility of a project.

It may also help with early identification of areas where project members will need to augment their training. —SS]

Topics to discuss include the following:

- Specific programming language
- Specific libraries
- Pre-trained models
- Specific linter tool (if appropriate)
- Specific unit testing framework
- Investigation of code coverage measuring tools
- Specific plans for Continuous Integration (CI), or an explanation that CI is not being done
- Specific performance measuring tools (like Valgrind), if appropriate
- Tools you will likely be using?

[git, GitHub and GitHub projects should be part of your technology. —SS]

11 Coding Standard

[What coding standard will you adopt? —SS]

Appendix — Reflection

[Not required for CAS 741 —SS]

The purpose of reflection questions is to give you a chance to assess your own learning and that of your group as a whole, and to find ways to improve in the future. Reflection is an important part of the learning process. Reflection is also an essential component of a successful software development process.

Reflections are most interesting and useful when they're honest, even if the stories they tell are imperfect. You will be marked based on your depth of thought and analysis, and not based on the content of the reflections themselves. Thus, for full marks we encourage you to answer openly and honestly and to avoid simply writing "what you think the evaluator wants to hear."

Please answer the following questions. Some questions can be answered on the team level, but where appropriate, each team member should write their own response:

1. Why is it important to create a development plan prior to starting the project?
2. In your opinion, what are the advantages and disadvantages of using CI/CD?
3. What disagreements did your group have in this deliverable, if any, and how did you resolve them?

Appendix — Team Charter

External Goals

- Have something meaningful and interesting to talk about in interviews.
- Get a 12 in the Capstone Course.
- Design a project that's meaningful and impactful with the purpose of helping people.
- Have an interesting, engaging, and interactive demonstration at the Capstone EXPO.

Attendance

Expectations

The team's expectations regarding meeting attendance are:

- Arrive on time to the agreed upon location.
- If a team member is running late, they should message in the team's Discord Server, indicating how far away they are.
- If a team member needs to leave early, they should communicate with the team ahead of time, or within the first 5 minutes of the meeting. It is their responsibility to catch up on missed content by asking team members.
- If a team member needs to miss a meeting, they should inform all team members, and make a plan on how they will catch up on the missed contributions. They should refer to the remaining team members to get caught up.

Acceptable Excuse

Acceptable Excuses for missing a meeting or a deadline include:

- Personal Emergency: Family or Personal
- Illness: Includes Mental Health

Unacceptable Excuses for missing a meeting or a deadline include:

- Technical Issues: Problems with computers or the internet can be avoided through prior planning or team communication
- Conflicting Workload: All team members have a full course load, but are all committed to the capstone course as well.
- Miscommunication or Confusion: If team members are confused about details, they should openly discuss it, and not let it delay their work.

- **Prior Commitments:** Team members should organize their schedules accordingly to avoid prior commitments and scheduling conflicts from taking precedence over their work.

In Case of Emergency

In the case of an emergency, team members must inform the rest of the team about their absence. They do not need to state the reason aside from there being an emergency (as it may be personal).

Team members must communicate how far they got into their individual task, and what still needs to be completed (if they were not able to complete their task). In the case where their task has not been completed, they must decide whether they are able to complete their individual task (delayed), or if they need to transfer the responsibility to another team member.

In the case their responsibility is transferred to another team member, they should communicate with said team member how they will catch up for one of their individual tasks in the future (so equal distribution of work is achieved by the end of the project).

Accountability and Teamwork

Quality

The team's expectations regarding the quality of team members' preparation for team meetings is for all work discussed to be completed prior to the team meeting is actually completed so that the team can continue to progress to the next task or milestone.

The team's expectations regarding the quality of deliverables is to strive for level 4's in every rubric, and to frequently refer to rubrics and guidelines to ensure each member is on track. Team members should review each others' work prior to submission, along with cross-checking against the posted rubrics to ensure all guidelines are met (and in some cases, exceeded).

Attitude

The team's expectations regarding team members' ideas are to go in with an open-mind, and to hear all ideas out in their entirety before coming to conclusions. This will allow all ideas to be expressed and acknowledged.

The team's expectations regarding interactions with each other are to maintain respect for one another, regardless of potential conflicts or disruptions. If disagreements lead to tension, it should be figured out and openly discussed as soon as possible to come to resolutions so the team does not suffer as a result.

The team's expectations regarding cooperation is to feel comfortable approaching any team member for support and help, with proper credit given. Team members should be willing to collaborate and cooperate with other members, as it will benefit the whole team, and the final grade they will receive in the course. In the instance that team members are over-reliant on one another,

team members can express themselves to the individual or the team, try to better understand the situation, and work towards a solution.

The team's expectations regarding attitudes is to try to stay positive and look towards solutions, instead of dwelling on problems. In times of stress, team members should acknowledge their own state, and not take their frustrations out on the rest of the team. The team will support its members through periods of stress.

Team members should contribute equally to milestones. In the case where team members feel the work has been split unfairly, team members can express their concerns to the whole team, and the workload can be adjusted accordingly.

The team will adapt a conflict resolution plan:

1. Clarify the source of the problem and describe the conflict.
2. Identify and understand differing viewpoints (including barriers of understanding).
3. Establish a common goal.
4. Find a course of action (solution) that both sides can agree to that addresses the issue.
5. Agree on the course of action (solution).

Stay on Track

The team will stay on track by employing frequent (1-2 times a week, depending on the milestone) check-ins among team members to discuss the work they've completed in the past week, along with what they are currently working on.

Further, the team will also employ the use of the Professor's Google Calendar to ensure deadlines are met.

In addition, the work will be completed at-least 1 day prior to the deadline to give the team time to check over the work, compare against rubrics, address concerns, and reflect.

Also, the team will break down milestones into smaller tasks using issues to keep track of individual tasks.

The team will reward members who do well by going out for an additional team social, to celebrate their accomplishments. The team will manage members whose performance is below expectations by communicating first with the member about their output, and address it to them as an issue. If the behaviour does not change, the team can ask a member to speak with the TA for advice. If after implementing the advice, the behaviour still does not change, the issue can be addressed to the professor.

The consequences for someone not contributing their fair share include: potential loss on peer evaluation, a discussion with the TA/professor, or a difference/loss of grades (in comparison to the team's final grade).

Target Metrics:

- Attendance: 95% of all team meetings
- Commits:
- Confirm review of all documents prior to submission
- Confirm review of all rubric criteria prior to submission

If someone doesn't hit their targets they must explain which target they didn't meet and why.

If the targets are repeatedly not met, the team must make an appointment with the TA to discuss strategies on how to better achieve these targets, and ensure equal contribution among the team.

The incentive for reaching targets early is an additional vote on where to host the next team social.

Team Building

The team will build cohesion through (minimum) monthly team socials.

The details of the events will be decided upon unanimously, during a time of low-stress, that works for all team members.

Decision Making

The team will make decisions through consensus, as voting could lead to solutions that not every member is comfortable with.

The team will handle disagreements through openly stating their viewpoints and reasoning, and all team members will share their views on the benefits and drawbacks of the strategies to reach a conclusion that works for everyone.