

Development Plan
Flow

Team 9, Team Name Student 1 name Student 2 name Student 3 name Student 4 name

Table 1: Revision History

| Date | Developer(s) | Change |
|-------|--------------|------------------------|
| Date1 | Name(s) | Description of changes |
| Date2 | Name(s) | Description of changes |
| ... | ... | ... |

[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?

The project does not use any confidential information.

[State whether your project has confidential information from industry, or not. If there is confidential information, point to the agreement you have in place. —SS]

[For most teams this section will just state that there is no confidential information to protect. —SS]

2 IP to Protect

N/A

[State whether there is IP to protect. If there is, point to the agreement. All students who are working on a project that requires an IP agreement are also required to sign the “Intellectual Property Guide Acknowledgement.” —SS]

3 Copyright License

MIT

[What copyright license is your team adopting. Point to the license in your repo. —SS]

4 Team Meeting Plan

[How often will you meet? where? —SS]

The team will meet 1-3 times per week with one in person meeting reoccurring at the same time every week. The meeting will be at a previously agreed upon location that will be discussed privately. Alternatively the meeting may be done virtually. We will meet with industry advisers and other experts on a scheduled basis. These meetings will be announced beforehand.

[If the meeting is a physical location (not virtual), out of an abundance of caution for safety reasons you shouldn't put the location online —SS]

[How often will you meet with your industry advisor? when? where? —SS]

[Will meetings be virtual? At least some meetings should likely be in-person. —SS]

[How will the meetings be structured? There should be a chair for all meetings. There should be an agenda for all meetings. —SS]

5 Team Communication Plan

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

We are using a discord server along with git hub issues to track progress.

6 Team Member Roles

We will need a dedicated Team Lead, Keynoter, Team Liaison, Reviewer, Meeting chair.

[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

- Work in individual branches for each new issue/change.
- Merge with pull requests followed by reviews.
- Use issues for work.
- Use automated tests.
- 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

- Project will be done on GitHub at <https://github.com/ritual-17/flow>.
- The Project is planned to be finished at the end February
- GitHub Projects will be used to help organize issues and assign them to developers.
- 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?

The main risk of the project is that our Proof of Concept will not be less efficient and flexible than other existing note taking software. Alternately, we could compare our software to analogy note taking methods. To demonstrate the risk we can compare them to other notes, either analog or digital.

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 : Electron & TypeScript (Subject to Change)
- Specific libraries : TBD
- Pre-trained models : N/A
- Specific linter tool (if appropriate) : TBD
- Specific unit testing framework : TBD
- Investigation of code coverage measuring tools : TBD
- Specific plans for Continuous Integration (CI), or an explanation that CI is not being done : Github and GitHub Projects
- Specific performance measuring tools (like Valgrind), if appropriate : N/A
- Tools you will likely be using? : Discord (to communicate)

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

11 Coding Standard

[What coding standard will you adopt? —SS]

TBD once coding starts

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

[borrows from University of Portland Team Charter —SS]

External Goals

[What are your team's external goals for this project? These are not the goals related to the functionality or quality of the project. These are the goals on what the team wishes to achieve with the project. Potential goals are to win a prize at the Capstone EXPO, or to have something to talk about in interviews, or to get an A+, etc. —SS]

Attendance

Expectations

[What are your team's expectations regarding meeting attendance (being on time, leaving early, missing meetings, etc.)? —SS] Show up to all meetings unless they have an acceptable excuse or an emergency.

Acceptable Excuse

[What constitutes an acceptable excuse for missing a meeting or a deadline? What types of excuses will not be considered acceptable? —SS] For in person meetings the person must be unable to reach the meeting position and have the excuses vetted by 3/4 of the other members. The excuses should be communicated as soon as possible.

In Case of Emergency

[What process will team members follow if they have an emergency and cannot attend a team meeting or complete their individual work promised for a team deliverable? —SS]

If a team member has an emergency that impairs their ability to do work they should communicate the other team mates as soon as possible to work out an alternative plan.

Accountability and Teamwork

Quality

[What are your team's expectations regarding the quality of team members' preparation for team meetings and the quality of the deliverables that members bring to the team? —SS] Team mates should have proper tools for meetings to discuss and work on the project. Code will be reviewed by other team-mates and code of poor quality will be rewritten until it is of proper quality.

Attitude

[What are your team's expectations regarding team members' ideas, interactions with the team, cooperation, attitudes, and anything else regarding team member contributions? Do you want to introduce a code of conduct? Do you want a conflict resolution plan? Can adopt existing codes of conduct. —SS]

Stay on Track

[What methods will be used to keep the team on track? How will your team ensure that members contribute as expected to the team and that the team performs as expected? How will your team reward members who do well and manage members whose performance is below expectations? What are the consequences for someone not contributing their fair share? —SS]

[You may wish to use the project management metrics collected for the TA and instructor for this. —SS]

[You can set target metrics for attendance, commits, etc. What are the consequences if someone doesn't hit their targets? Do they need to bring the coffee to the next team meeting? Does the team need to make an appointment with their TA, or the instructor? Are there incentives for reaching targets early? —SS]

Team Building

[How will you build team cohesion (fun time, group rituals, etc.)? —SS]

Decision Making

[How will you make decisions in your group? Consensus? Vote? How will you handle disagreements? —SS]