

FIT3164 - Data Science Software Project

Team Management Report

Workshop: Thursday, 2pm - 4pm

Group: FIT3163_CL_04

Members: Elaine Liong (ID: 29942357),

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2. Reflection

We are Group 4, doing the cancer project and this report will briefly cover our reflections and overall evaluation of our team's progress throughout the project timeline.

To begin this reflection, the project that spanned across two semesters allowed us to work closer and collaborate as a team that has resulted in our project's success. Especially in the last 12 weeks, even though a lot of things went well, the first few weeks of our experience were a steep learning curve. Our team struggled most initially with the ideation process - such as how and where to start with the project, especially as this project requires us to do our own research, and the Seminars and Workshops classes are just used to clarify our doubts. This means that our overall progress both individually and in the team environment, were very slow during the beginning weeks of the semester. The lack of initiative from each of us and the poor task allocation during this time added to our pains of the project. However, through a series of internal meetings and meetings with our supervisor, it helped point our team to the right direction, and we were able to allocate tasks amongst ourselves which greatly boosted the team's performance and productivity. Once the bottleneck relating to our team's task allocation was relieved, the project's progress went by smoothly. The Kanban Boards we filled were also extremely helpful at keeping our to do lists organised.

As we have allocated tasks equally amongst the three of us, several opportunities were created within ourselves. With all of us having no prior experience with image processing through machine learning, building and deploying a website, this project served as a stepping stone into what could be expected in projects to come during our professional life in the workforce. To add to this, as we had to do our own research as to which methods to use in our project, we had to weigh each method's pros and cons that allowed for some critical thinking during the course of the project. The small group environment between the three of us also served as an opportunity to get to know each other better so as to allow better collaboration between us and individually, become better disciplined with the tasks to complete each week.

Facing difficulties is a natural part of every project environment. Our team hadn't struggled with difficulties within the team environment but more towards the actual project progress. This was caused due to the lack of research we had done to finalise the software and hardware applications to be used during the project, so we had to consecutively switch between applications that would've greatly reduced the efficiency of the team. Learning from this valuable experience, if given an opportunity in the future to work together in the same environment, we would've utilized

the time given to us, especially during Semester 1 and the break going into Semester 2, to have a deeper understanding at what the project demands of us, alongside with high-level task descriptions to be completed at each week. Great communication between our supervisor could've been improved as well, as our team only communicated with our supervisor during the Workshop hours.

In terms of our project's successes, we were able to achieve our minimum viable product of our service and the basic functionalities of our product are working fine. However, there were some things our team could've done better, for example, choosing a better application to deploy our website as we eventually suffered with memory constraints associated with our chosen application. This hindered the overall performance of our project's calibre of success.

With regards to the task allocation within the group, Vionnie, as the project manager, delegated the Website part to Jack as Jack had the most experience with dealing on how to build a website, leaving Vionnie and Elaine to complete the predictive model component. Each week we kept track of the tasks to be completed on our Kanban Boards. Each of us has been incredibly helpful, communicative and supportive in achieving the results we projected in our proposal. Our team members did not hesitate to help each other out when they're having difficulties, and in general, reminded each other of the tasks to be completed. Meetings within the group went incredibly well on a weekly basis, where we caught up with the progress we have made over the past week, and if there were any urgent issues, communication through Messenger was done. Our team was highly communicative, supportive and respectful of each other which made progressing through the project timeline a worthwhile experience. We are very thankful to not have had any team problems within ourselves, and it has been a great learning experience and honour to have worked with this team.

3. Meeting Minutes

Meeting 1

Meeting No.1 for FIT3164 commencing second semester in 2021 was held on Wednesday the 4th August 2021 at 12:00 AEST on Zoom (Week 2)

Agenda:

- Set up GitHub
- Discussion on where to start with the project
- Discuss if we would like to change anything on the proposal
- Discuss where we are with regards to our WBS and Gantt Chart

Opening:

- Briefly caught up with everyone and asked how everyone was doing, giving time for each of us to discuss what might we change in the project as well as give some insights and suggestions on where we might start the project.
- Discussed what was covered in the workshop, and confirmed that everyone was able to see the shared GitHub repository.
- Discussed any additional doubts that we had.

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Agenda for next meeting:

- Set up Project Management Methodologies with Agile approach using Kanban Boards on Trello
- Ask Project Supervisor on points where we can start the project at as we are having trouble starting the project

Meeting closed: Wednesday, 4 August 2021 at 12.30 AEST

Next meeting: Wednesday, 11 August 2021 at 12:00 AEST on Zoom

Meeting 2

Meeting No.2 for FIT3164 commencing second semester in 2021 was held on Wednesday the 11th August 2021 at 12:00 AEST on Zoom (Week 3)

Agenda:

- Choose domain name for website
- Continue filling up our Kanban Boards
- Discuss individual research and ideas on where to start with the project

Opening:

- Discussed the Kanban Boards, if there was anything missing, and if the tasks shown were in sufficient detail and whether or not the tasks were clear to everyone
- Discussed that the domain name that we wanted was not available freely

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Assigned:

- Elaine - Write code to split dataset
- Jack - Build Preliminary Website on Flask
- Vionnie - Data Augmentation and Normalization

Agenda for next meeting:

- Continue with preliminary coding
- Finalise Kanban Boards
- Further research with regards to building the predictive model

Meeting closed: Wednesday, 11 August 2021 at 12:30 pm

Next meeting: Wednesday, 18 August 2021 at 12:00 AEST on Zoom

Meeting 3

Meeting No.3 for FIT3164 commencing second semester in 2021 was held on Wednesday the 18th August 2021 at 12:00 AEST on Zoom (Week 4)

Agenda:

- Discuss completed parts of predictive model and website
- Discuss bugs (if any) and where to move on from current progress

Opening:

- Discuss individual progress
- Clarify doubts, if any
- Recommendations on current progress

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - Set up interim presentation slides, write code to split dataset
- Jack - Finish the overall layout of website
- Vionnie - Data Augmentation, Normalization and Visualization

Tasks Assigned:

- Elaine - Write code to train predictive model
- Jack - Create additional pages for the website such as help, about and etc
- Vionnie - Fix bug with Data Visualization

Agenda for next meeting:

- Continue with coding, discuss progress
- Fill up Interim Presentation Slides

Meeting closed: Wednesday, 18 August 2021 at 12:15 pm on Zoom

Next meeting: Wednesday, 25 August 2021 at 12:00 AEST on Zoom

Meeting 4

Meeting No.4 for FIT3164 commencing second semester in 2021 was held on Wednesday the 25th August 2021 at 12:00 AEST on Zoom (Week 5)

Agenda:

- Discuss progress with coding of both predictive model and website
- Discuss bugs within the Jupyter Notebook (for predictive model)

Opening:

- Briefly explained and show what we have made progress on the task delegated to each of us, as well as giving feedback
- Discuss bugs encountered

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - Write code for training of predictive model, fill in interim presentation slides
- Jack - Created some new pages for the website
- Vionnie - Fixed Data Visualization bug, but not fully

Tasks Assigned:

- Elaine - research on integration of predictive model and website
- Jack - Implement user authentication system and database for flask
- Vionnie - Further Training and Testing of Model, Create Inference Notebook

Agenda for next meeting:

- Record Interim Presentation

Meeting closed: Wednesday, 25 August 2021 at 12:30 pm on Zoom

Next meeting: Wednesday, 28 August 2021 at 14:00 AEST on Zoom

Meeting 5

Meeting No.5 for FIT3164 commencing second semester in 2021 was held on Saturday, the 28th August 2021 at 14:00 AEST on Zoom (Week 5 - Interim Presentation)

Agenda:

- Record Interim Presentation
- Discuss each team member's progress

Opening:

- Go through slides, make sure script is finalised
- Record presentation video

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - Recorded Presentation
- Jack - Recorded Presentation, Knew which database to use for flask and bug fixed on backend of the website
- Vionnie - Recorded Presentation

Tasks Assigned:

- Elaine - train & test model, additional research on integration of predictive model
- Jack - create database model and user authentication system
- Vionnie - Start with PM Report

Agenda for next meeting:

- Continue with progress of code - each assigned task
- Discuss integration of predictive model and website

Meeting closed: Saturday, 28 August 2021 at 15:30 AEST on Zoom

Next meeting: Wednesday, 8 September 2021 at 12:00 AEST on Zoom

Meeting 6

Meeting No.6 for FIT3164 commencing second semester in 2021 was held on Wednesday the 8th September 2021 at 12:00 AEST on Zoom (Week 7)

Agenda:

- Discuss about how to integrate predictive model and website
- Discuss progress with training of model - Accuracy, Graphs, AUC Score and Confusion Matrix

Opening:

- Clarified doubts on where to put predictive model code in main python script
- Recommendations on training the model

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - Research on how to integrate predictive model and website, start project management report, retrained and tested on actual dataset
- Jack - Created database model, user authentication system and system that saved users' responses
- Vionnie - Start with PM Report, Plot graphs, AUC and Confusion matrix. Training of Model

Tasks Assigned:

- Elaine - Integration of website and predictive model
- Jack - Integration of website and predictive model
- Vionnie - Further training of model to improve the accuracy

Agenda for next meeting:

- Further Training and testing of code
- Fix bug with Data Visualization
- Integration of Website and Predictive Model

Meeting closed: Wednesday, 8 September 2021 at 12:30 AEST on Zoom

Next meeting: Wednesday, 15 September 2021 at 12:00 AEST on Zoom

Meeting 7

Meeting No.7 for FIT3164 commencing second semester in 2021 was held on Wednesday the 15th September 2021 at 12:00 AEST on Zoom (Week 8)

Agenda:

- Discuss integration of predictive model and website progress
- Discuss project management report progress

Opening:

- Clarify any doubts with PM Report

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - write code to load model, pre-process input, predict and show image for website and model integration, continued with project management report
- Jack - Integration of website and predictive model (On the website side)
- Vionnie - Trained the model, and saved the model. Fix training function

Tasks Assigned:

- Elaine - fix problems with the integration
- Jack - Further improvement on the website
- Vionnie - User guides, Code Cleanup and Demo Preparation and Training of Model

Agenda for next meeting:

- Start preparing for Demo - Presentation, Script and Q&A
- User Guides

Meeting closed: Wednesday, 15 September 2021 at 12:30 AEST on Zoom

Next meeting: Wednesday, 22 September 2021 at 12:00 AEST on Zoom

Meeting 8

Meeting No.8 for FIT3164 commencing second semester in 2021 was held on Wednesday the 22nd September 2021 at 12:00 AEST on Zoom (Week 9)

Agenda:

- Finalise script for demo
- Demo presentation slides ready
- Discuss progress with training

Opening:

- Discuss the set up of VM Instance and progress of training the model, whether there were any major improvements in accuracy
- Discuss integration - any bugs, or any help needed

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - Fixed problems on predictive model & website integration, set up documents for upcoming deliverables, complete & proofread project management report
- Jack - Further improve the user experience on the website
- Vionnie - Code Cleanup, Deployed website

Tasks Assigned:

- Elaine - Check demo script by running website to ensure no bugs
- Jack - Check demo script by running website to ensure no bugs
- Vionnie - Check demo script by running website to ensure no bugs

Agenda for next meeting:

- Finalise Demo Assessment deliverables
- Start working with other reports/ deliverables to be submitted at the end of the semester

Meeting closed: Wednesday, 22 September 2021 at 12:30 AEST on Zoom

Next meeting: Wednesday, 6 October 2021 at 12:00 AEST on Zoom

Meeting 9

Meeting No.9 for FIT3164 commencing second semester in 2021 was held on Friday the 8th October 2021 at 12:00 AEST on Zoom (Week 10)

Agenda:

- Discuss problems with the website, why it failed during the demo

Opening:

- Tried the website, and tried to figure out where the bug is
- Recommendations to fix the issue

Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - Preparation for Demo Assessment
- Jack - Preparation for Demo Assessment
- Vionnie - Preparation for Demo Assessment

Tasks Assigned:

- Elaine - User guides, Final Report
- Jack - Tried to fix the deployment of website
- Vionnie - Tried to fix the deployment of website

Agenda for next meeting:

- Delegate tasks in each report to be done
- Individually complete all the deliverables
- Fix any bugs found
- Cleanup of files, add relevant sources

Meeting closed: Friday, 8 October 2021 at 12:30 AEST on Zoom

Next meeting: Wednesday, 13 October 2021 at 12:00 AEST on Zoom

Meeting 10

Meeting No.10 for FIT3164 commencing second semester in 2021 was held on Wednesday the 13th October 2021 at 12:00 AEST on Zoom (Week 11)

Agenda:

- Delegated tasks for the reports, clarifications and code-clean up
- Verdict on bugs found during the demo presentation

Opening:

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Present:

- Elaine Liong
- Jack Ooi
- Vionnie Tan

Absent:

- None

Tasks Completed:

- Elaine - User Guides (End-user), Team Management Report
- Jack - User Guides (Technical Part),
- Vionnie - User guides (Technical part), Team Management Report

Tasks Assigned:

- Elaine - Final Report, Final Presentation
- Jack - Final Report, Test Report
- Vionnie - Final Report, Clean up Code

Agenda for next meeting:

- Technical Coding Part of the project is done, remaining tasks are reports and general clean-up of code. Further communications would be done through Messenger, with the option to have a meeting in Zoom, if needed.

Meeting closed: Wednesday, 13 October 2021 at 12:00 AEST on Zoom

Next meeting: -