

TEAM 36: UCLH PEACH and Microsoft - Cancer Team

Date: 11.10.2016

Team Members: Ovidiu-Horatiu Ilie, Georgiana Birjovanu, Berat Baran Cevik

Project Overview

In our first week we have focused a lot on gathering information from our client, building up our team and establishing the tools that we are going to use in order to manage the project. The client granted us access on GitLab and we started to take notes of everything we found in there in order to have a broader perspective about the project.

We also found out what the client wants us to build: an online website where people and doctors can fill up user-friendly forms in order to make it easier for the healthcare system to monitor people, something similar to a management tool. As for the requirements, we are pretty confident with the initial set, but we need to re-iterate through them: auto-completing forms, user-friendly interface, easy-to-use tool, strong integration with the Core team (focused on database implementation), etc.

Other key steps that we have accomplished during the first week have been to get to know better the members of our team and also to set up different communication channels. So far, we have decided to use Slack as an internal communication channel, while Ryver, GitLab and Google Drive are being used to collaborate with our client and the other teams part of the project.

We also assigned the roles within our team in an efficient and structured way, taking into consideration all the different skills and past experience that each one of us has got. This is how, we have come up with a balanced distribution of all the **project's roles**:

	Primary Role	Secondary Role
Team Leader	Horatiu	-
Deputy Team Leader	Georgiana	Berat
Client Liaison	Berat	Georgiana
Technical Lead	Horatiu	Georgiana
Chief Researcher	Georgiana	Berat
Chief Editor	Berat	Horatiu
UI Team Representative (Client requirement)	Georgiana	-

Meetings summary

Meeting #1, Engineering Cafe, 5th October 2016

Description: We got to know each other, socialise and discover our passions, strengths and weaknesses, since we needed to know what each other desires in order to properly coordinate the tasks in the future. We learnt what each of us worked on in the past in order to see what relevant experience we have from previous work.

Meeting #2, MPEB 4.06, 7th October 2016

Description: We met during the lab session in order to meet our client (Dr. Navin Ramachandran) and our TA. We divided our roles specifically, from Chief Editor to Technical Leader and we introduced all of our documents and deadlines into our management tool, Slack. The client shortly introduced us into the project and arranged a following meeting and we all registered on GitLab and Ryver (communication and management tool), since the client requested using these specific apps for collaborating with him.

Meeting #3, Skype meeting, 8th October 2016

Description: We had a Skype call in order to arrange the final details before the meeting with the client. We all talked about the progress we had with the certifications that the client requested us to obtain before we can enter the project. We also looked a little bit over the GitLab repo of the project in order to see what was accomplished in the past.

Meeting #4, MPEB 4.06, 10th October 2016

Description: We met with Dr. Navin at UCLH. He explained more precisely what previous students have done and what each team should work on and build on. He also created some links between the UCLH Peach teams, since the outcome of the teams should be blended into one big project. Then, he had a short talk with each team separately and granted access to more documentation. Finally, we clarified a set of initial requirements that he is expecting.

Meeting #5, MPEB 5th floor, 11th October 2016

Description: We discussed some ideas about our understanding of the project and what should we research first before starting getting into mock-ups and other design plans. We agreed on looking over all of the documentation the client sent to get a profound understanding of the requirements and we also decided to do some research over similar projects available, since the client already had some of them in mind.

Tasks completed and project progress

- Attribution of roles
- Defined the tools we plan to use for project managing
- Completed client's first tasks
- Gathered information and some requirements about our client's project
- Started the research
- **The project is running on time**

Problems to be resolved:

- Not all the requirements have been made clear and we need to sort them out

Plan for the next two weeks

We plan to keep building client relationship via communication platforms we use and in person meetings in order to understand the project better and to gather all the requirements. We will continue exploring and investigating previous codes on GitLab and we will research more about the technologies available. Our team will continue the research on non-technical

areas such as how users would interact with the system. We will also create a project website for our client, TAs and supervisor where we will present our progress on the project. We will also have meetings with Team 35 since our work is closely linked and this will help us divide the work better.

Individual contribution

Ovidiu-Horatiu Ilie

As a team leader, I worked a lot for organising our team. I also set the meetings, excepting the lab and the client meeting. I also set up our Messenger group for communication and made sure that everyone completed the pre-required tasks for the client.

Moreover, I exchanged emails with the client for better organisation: I proposed creating individual teams on Ryver, with the client included, in order to have faster communication. I also helped the client with giving access to Azure servers for my team. Finally, I established an initial set of requirements with my teammates.

Georgiana Birjovanu

For the first week I have been working along with my teammates on setting up communication channels and on the team roles' allocation. I have created a Slack group where all our internal work will take place.

Regarding our project, I have completed the first series of tasks that our client has sent us, creating different accounts on Ryver, GitLab and acquiring two certifications. Also, I have checked the GitLab documents that our clients shared with us. After the meeting I started my research on the documents that the client has recommended.

Berat Baran Cevik

For the first week of the project I attended all of the meetings, during which I tried to be productive and helpful to my teammates. I took notes which helped me to better understand various aspects of the project. I signed up to Ryver, GitLab and Azure in order to integrate better into the project.

Finally, I started investigating different repositories on GitLab including the ones which belong to other parts of the project in order to get a broad understanding of the project and researched a bit about current similar technologies.