

Company Tools: Core

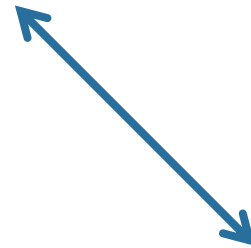


Task & Project Management



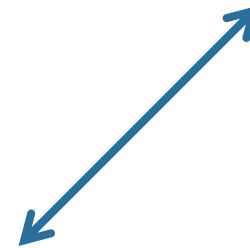
slack

**Internal Communication
(unrelated to clear deliverable)**



Google Apps for Work

**File Repository & Office Tools
Email (external communication)
Calendar**



Company Tools: Extended



asana

Task & Project Management

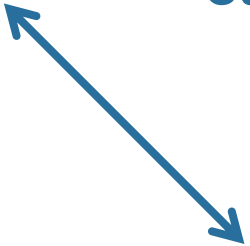


slack

Internal Communication
(unrelated to clear deliverable)

zapier

Custom Integrations

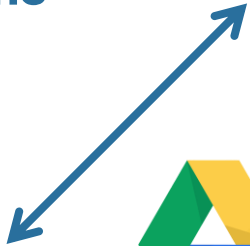


GitHub

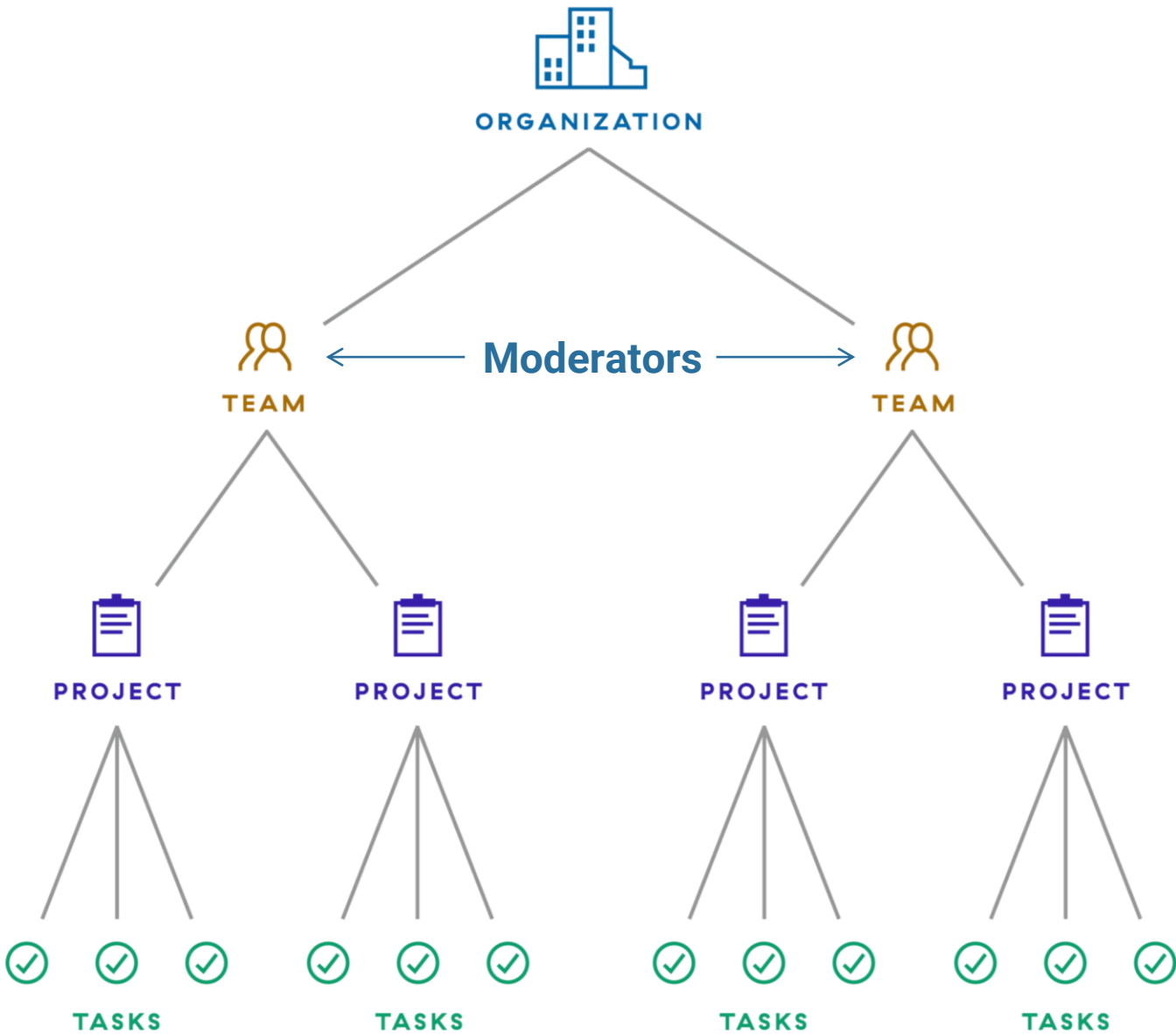
Code Repository



Google Apps for Work



File Repository & Office Tools
Email (external communication)
Calendar



My Profile Settings

Profile To Email From Email Account Display Apps Hacks

Asana can send notifications to any email address you choose.

	Task reminders	All activity	Weekly dashboard
BYTEFLIES.COM benjamin.vandendries...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PERSONAL PROJECTS benjamin.vandendries...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

+ Add New Email

Remove Email

Followers

one or more team members
entire project or task specific

Assignee

1 per task or subtask

Due date

no start date field > keep track in **INBOX, MY TASKS**, or via custom searches (see further)



Team Moderator Duties

- create **new project**
 - set clear description
 - assign team members and set privacy
 - choose list vs. board layout



Tech Team Coordination

List Conversations Calendar Progress Files

Shared with Tech_SP (BV, HS, +)

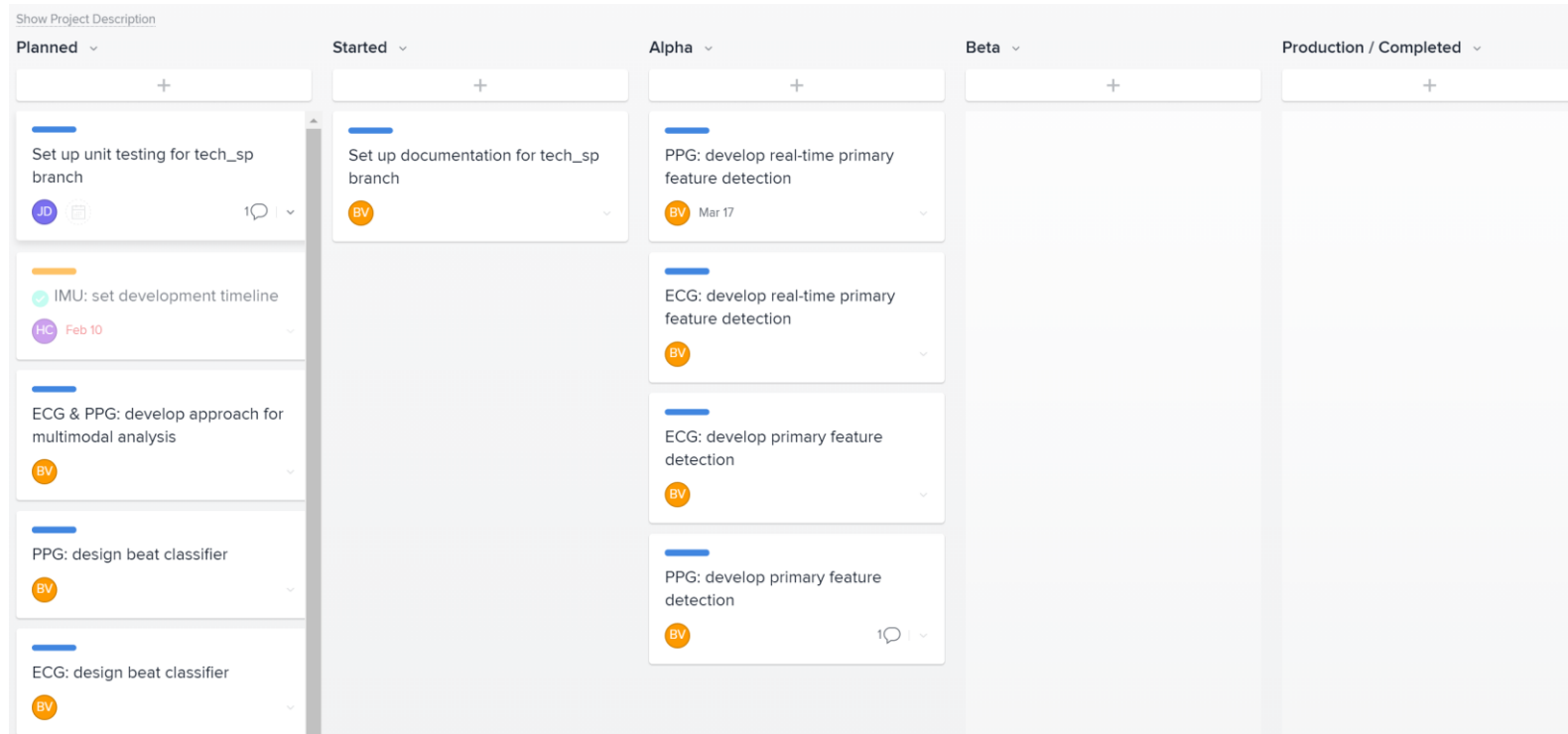
DESCRIPTION
Coordination between Tech and Signal Processing teams

1	✓	Set up Python workflow			JD	
2		API:				
3	✓	Import & Parsing	Med...		BV	
4	✓	Push processed data back to server			HS	
5	✓	Adjust time zone for Faros & Empatica			HS	
6		Data Scoring:				
7	✓	Methods to score 'good' vs. 'bad' data (soft values)	Nov 4	Low	Hard	BV
8	✓	Methods to score 'important' vs. 'unimportant' data (discarding)	Nov 4	Low	Hard	BV
9		Relevant libraries:				
10	✓	Evaluate memory mapping methods to reduce overhead of partitioning large datasets		Med...	Easy	HS
11	✓	Evaluate Python libraries for signal processing (incl DWT), machine learning, and distributed pr	Sep 30			JD
12	✓	Evaluate Spark				HS



Team Moderator Duties

- create **new project**
 - set clear description
 - assign team members and set privacy
 - choose list vs. board layout



- About
- Project Color Conventions
- Tags

Tools:

- File Storage
- Code Repositories
- Volatile Communication
- Scientific Literature

Official Communication & Documents:

- Templates
- Internal Documentation



When using **boards**:

- Stick to 1-3 column layouts per team
- Use tags
- Add a **team-specific sticky** project



Team Moderator Duties

- create **new project**
 - set clear description
 - assign appropriate team members
 - set privacy
 - update project status weekly
 - set appropriate “custom fields”


☆ **Tech Team Coordination** ▾

List Conversations Calendar Progress




- Edit Name & Description
- Manage Custom Fields New!
- Add to Dashboard
- Copy Project URL
- Sync to Calendar
- Add Tasks by Email
- Print
- Copy Project...
- Move to Another Team >
- Highlight Color >

List Conversations Calendar **Progress** Files


About this Project [View in Dashboard](#)

BV Benjamin Vandendriessche  Oct 31


Update Status

What's new with this project? Is there an update that all members should know about?


 0 people will be notified. [Notify more people.](#)

Remind me to update the status every Friday

Status Update - Sep 21 

BV by Benjamin Vandendriessche Sep 21 at 7:46am


Updated the project status to yellow:



Preparatory work for feature classification finished

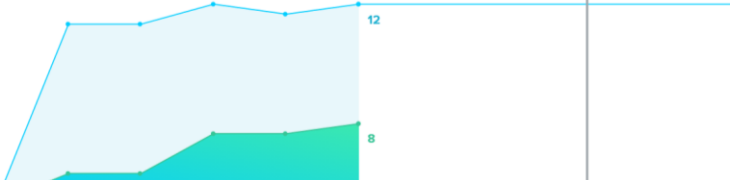
BV

[Show previous updates](#)

Progress 

12 Tasks Remaining **8** Tasks Completed

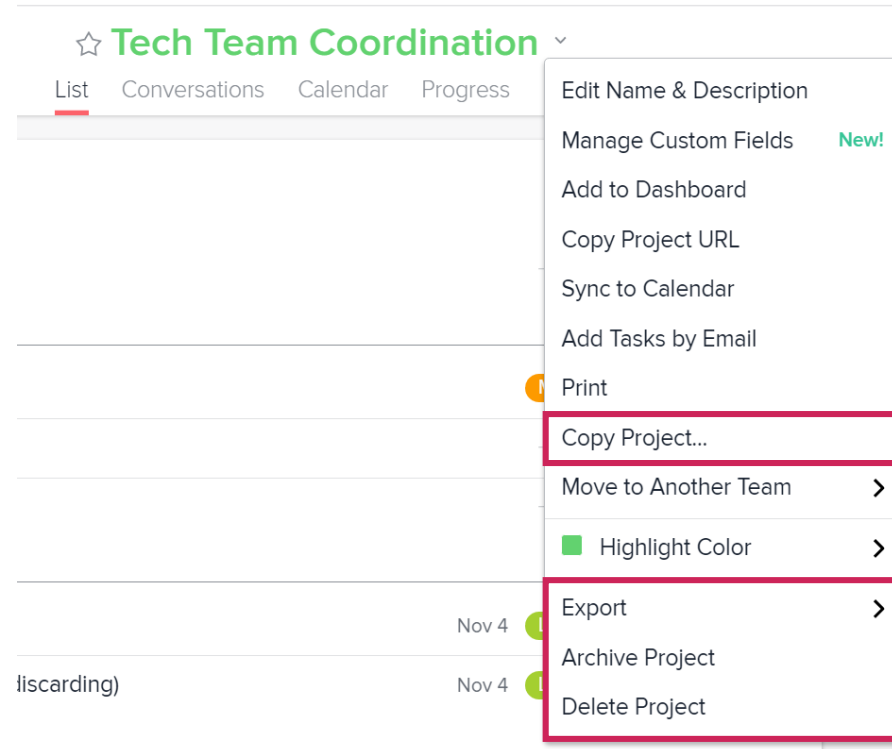
Due Oct 31






Team Moderator Duties

- create **new project**
 - set clear description
 - assign appropriate team members
 - set privacy
 - update project status weekly
 - set appropriate “custom fields”
 - purge or archive non-active projects
 - project can serve as template for new project



☆ **Tech Team Coordination** ▾

List Conversations Calendar Progress

- Edit Name & Description
- Manage Custom Fields New!
- Add to Dashboard
- Copy Project URL
- Sync to Calendar
- Add Tasks by Email
- Print
- Copy Project...**
- Move to Another Team >
- Highlight Color >
- Export >
- Archive Project
- Delete Project

Nov 4

Nov 4

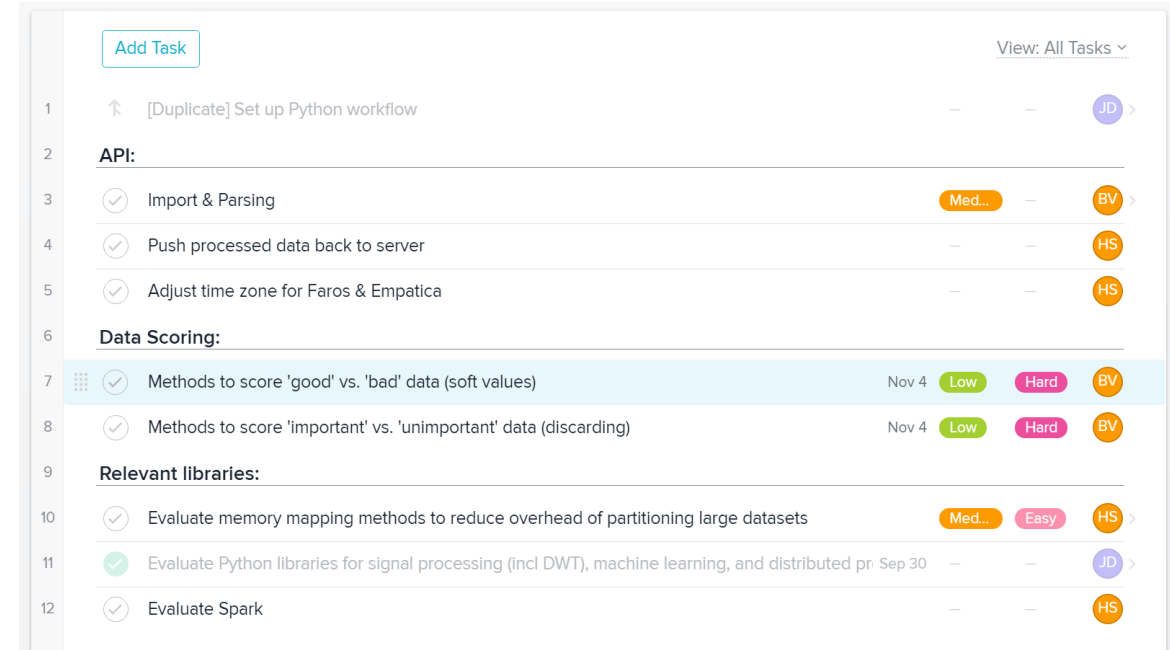
(discarding)





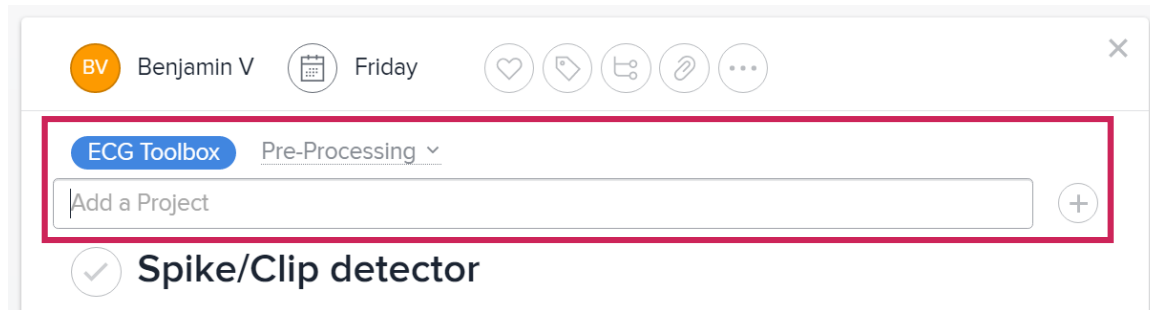
Team Member Duties

- create **new task**
 - **WHAT:** have “action” in title of task
 - **WHO:** set assignee and followers
 - **WHEN:** set due date
 - **INFO:** set description, custom labels, tags, attachments, dependencies, and subtasks (optional)



View: All Tasks ▾

Task ID	Task Description	Due Date	Difficulty	Assignee
1	[Duplicate] Set up Python workflow	-	-	JD
API:				
3	Import & Parsing	-	Med...	BV
4	Push processed data back to server	-	-	HS
5	Adjust time zone for Faros & Empatica	-	-	HS
Data Scoring:				
7	Methods to score 'good' vs. 'bad' data (soft values)	Nov 4	Low Hard	BV
8	Methods to score 'important' vs. 'unimportant' data (discarding)	Nov 4	Low Hard	BV
Relevant libraries:				
10	Evaluate memory mapping methods to reduce overhead of partitioning large datasets	-	Med... Easy	HS
11	Evaluate Python libraries for signal processing (incl DWT), machine learning, and distributed pr	Sep 30	-	JD
12	Evaluate Spark	-	-	HS



BV Benjamin V
Friday
♡
📌
🔗
📎
⋮

ECG Toolbox
Pre-Processing ▾

+

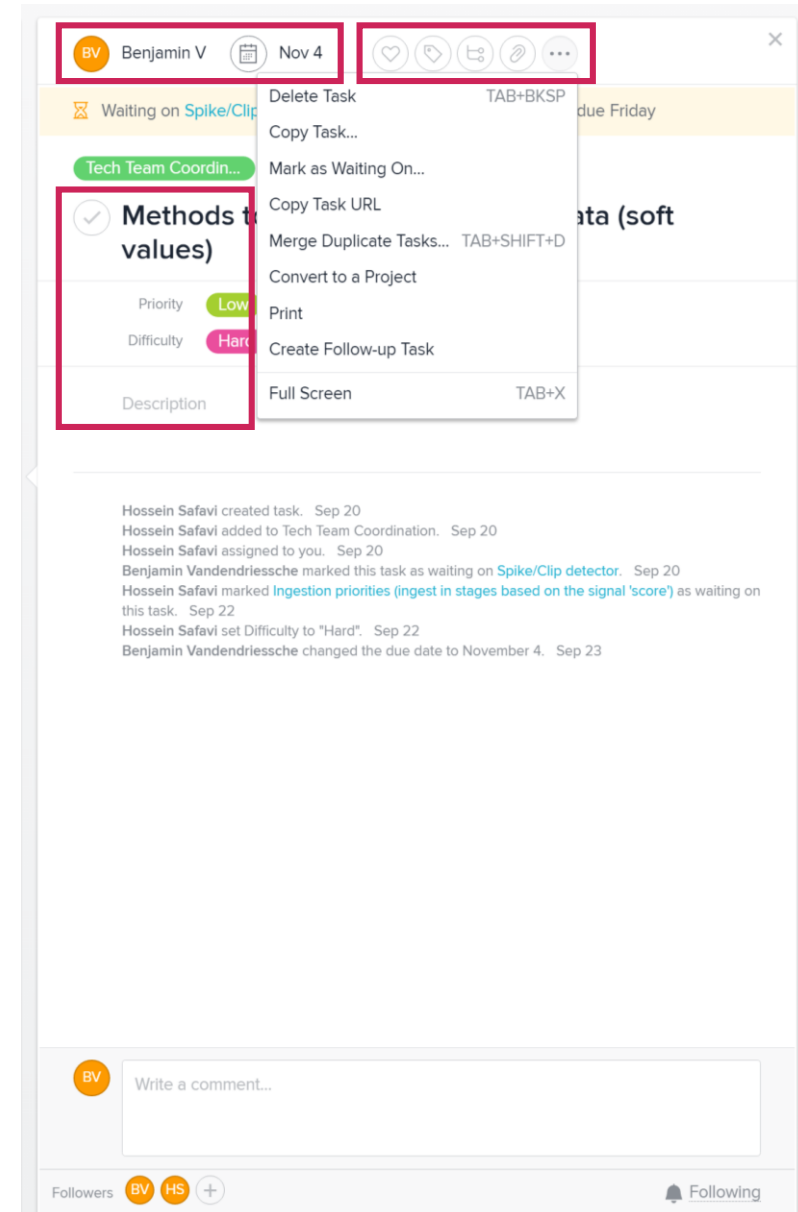
Spike/Clip detector



Team Member Duties

- create new task
 - **WHAT:** have “action” in title of task
 - **WHO:** set assignee and followers
 - **WHEN:** set due date
 - **INFO:** set description, custom labels, tags, attachments, dependencies, and subtasks (optional)

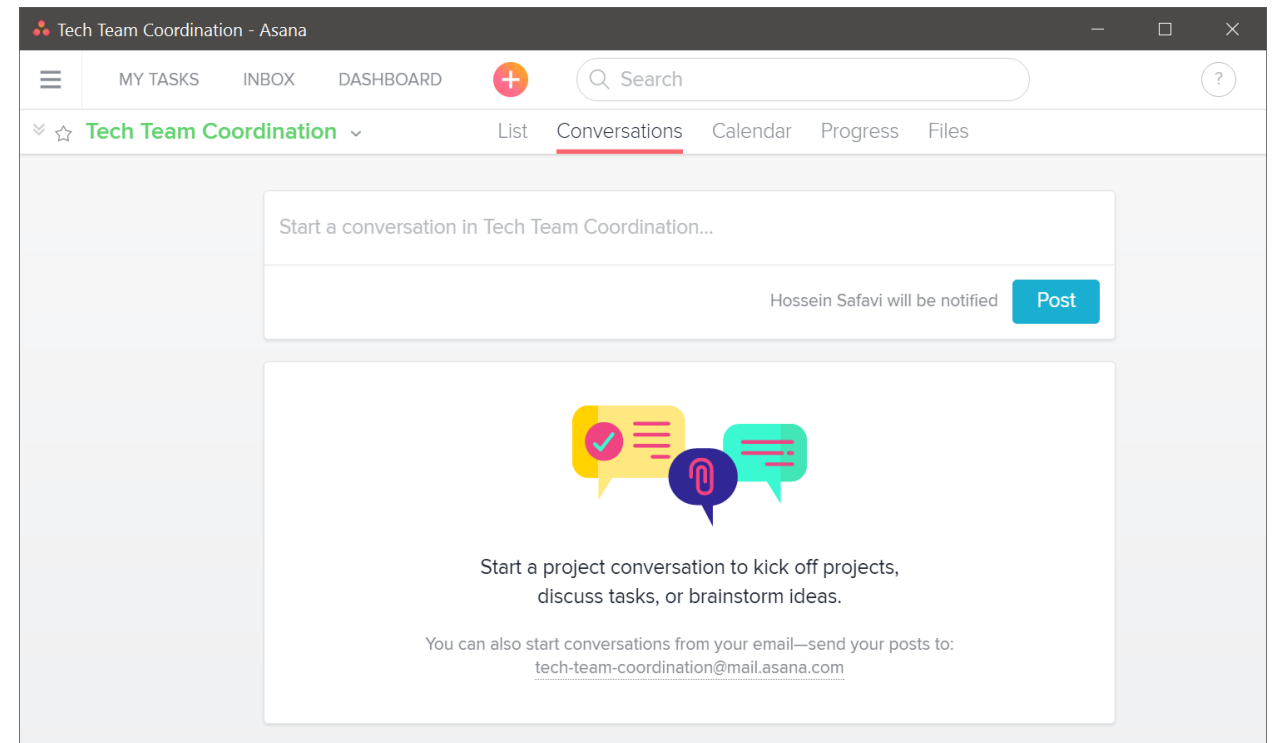
1	↑ [Duplicate] Set up Python workflow			JD
2	API:			
3	✓ Import & Parsing	Med...		BV
4	✓ Push processed data back to server			HS
5	✓ Adjust time zone for Faros & Empatica			HS
6	Data Scoring:			
7	✓ Methods to score 'good' vs. 'bad' data (soft values)	Nov 4	Low Hard	BV
8	✓ Methods to score 'important' vs. 'unimportant' data (discarding)	Nov 4	Low Hard	BV
9	Relevant libraries:			
10	✓ Evaluate memory mapping methods to reduce overhead of partitioning large datasets	Med...	Easy	HS
11	✓ Evaluate Python libraries for signal processing (incl DWT), machine learning, and distributed pr	Sep 30		JD
12	✓ Evaluate Spark			HS





Team Member Duties

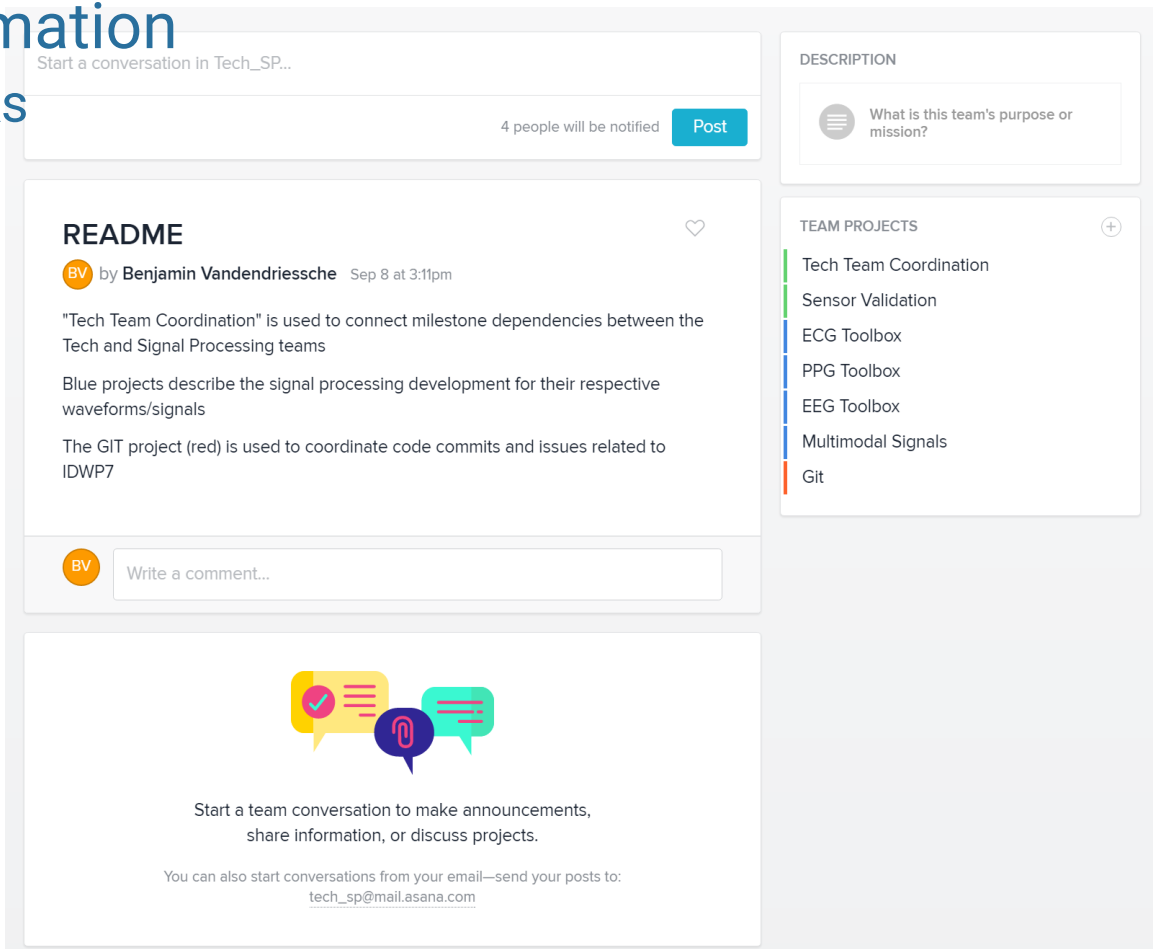
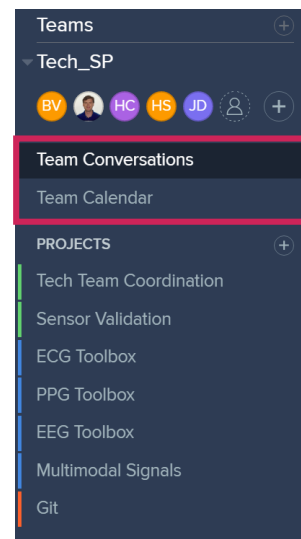
- have **project-related conversations** directly in Asana, rather than Slack, if they contain important reference information
 - @user, @task, @project, ... to generate links
 - attach relevant files
- project-specific calendar
- project-specific file repository
 - use Google Drive to keep links live!





Team Member Duties

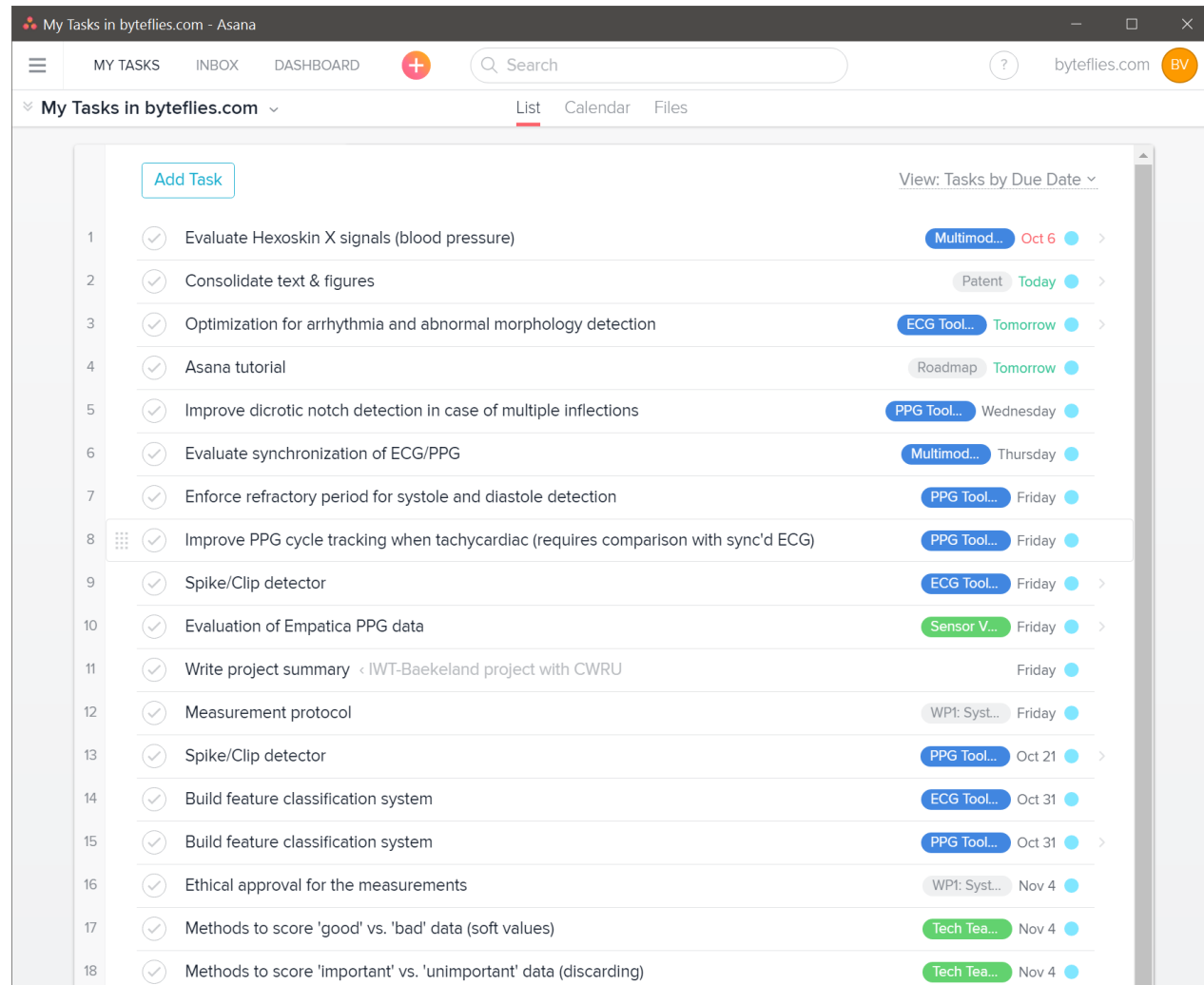
- have **team-related conversations** directly in Asana, rather than Slack, if they contain important reference information
 - @user, @task, @project, ... to generate links
 - attach relevant files
- team-specific calendar





Tools for keeping track of tasks and workload

- My Tasks
 - Should be first thing to check in the morning
 - Notify appropriate team member(s) if due date is not possible
 - Calendar view (can be connected to Google Calendar)
 - Add Google Drive integration when attaching files
- Inbox
- Dashboard
- Search

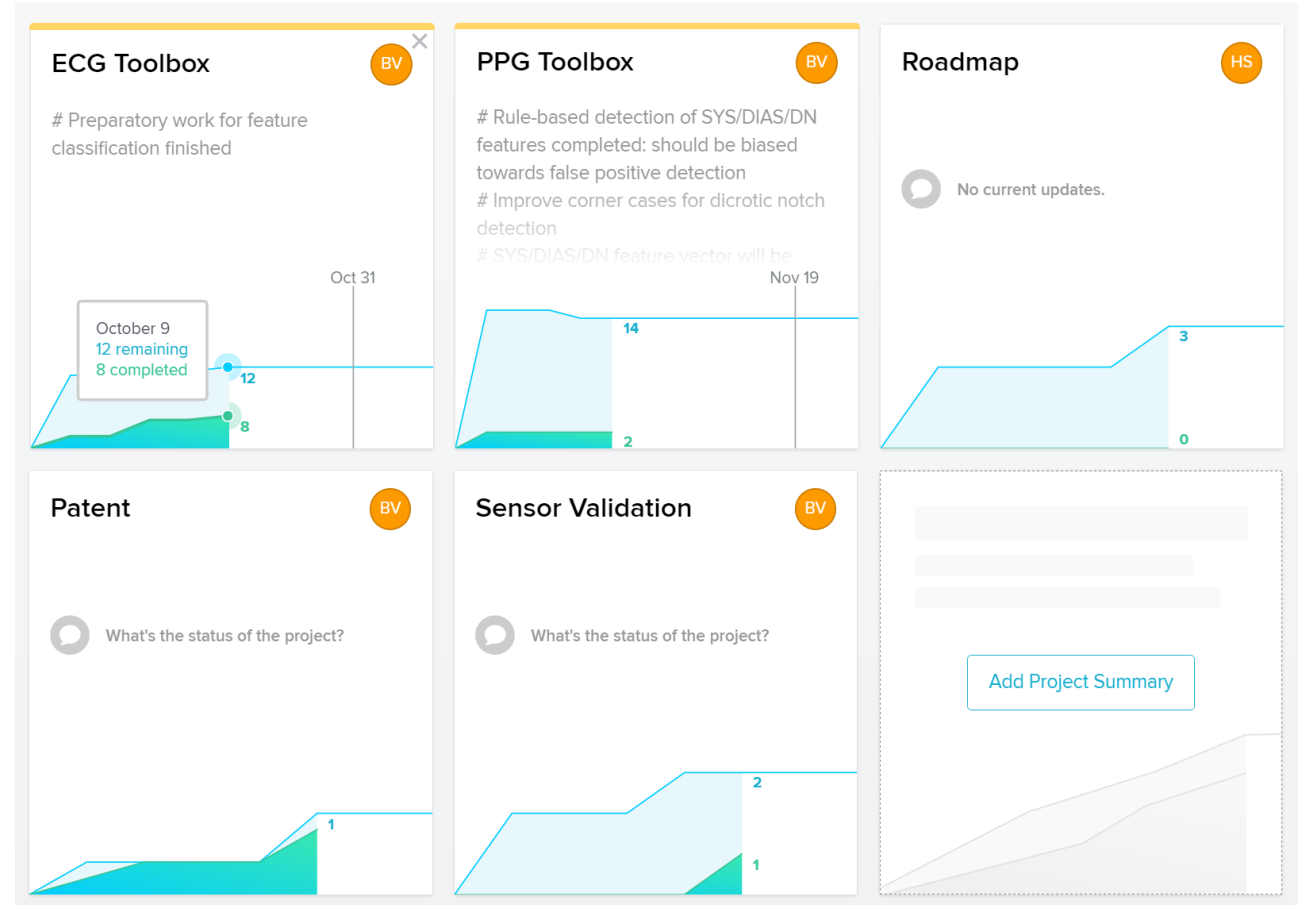


Task ID	Task Description	Assignee	Due Date
1	Evaluate Hexoskin X signals (blood pressure)	Multimod...	Oct 6
2	Consolidate text & figures	Patent	Today
3	Optimization for arrhythmia and abnormal morphology detection	ECG Tool...	Tomorrow
4	Asana tutorial	Roadmap	Tomorrow
5	Improve dicrotic notch detection in case of multiple inflections	PPG Tool...	Wednesday
6	Evaluate synchronization of ECG/PPG	Multimod...	Thursday
7	Enforce refractory period for systole and diastole detection	PPG Tool...	Friday
8	Improve PPG cycle tracking when tachycardiac (requires comparison with sync'd ECG)	PPG Tool...	Friday
9	Spike/Clip detector	ECG Tool...	Friday
10	Evaluation of Empatica PPG data	Sensor V...	Friday
11	Write project summary < IWT-Baekeland project with CWRU		Friday
12	Measurement protocol	WPT: Syst...	Friday
13	Spike/Clip detector	PPG Tool...	Oct 21
14	Build feature classification system	ECG Tool...	Oct 31
15	Build feature classification system	PPG Tool...	Oct 31
16	Ethical approval for the measurements	WPT: Syst...	Nov 4
17	Methods to score 'good' vs. 'bad' data (soft values)	Tech Tea...	Nov 4
18	Methods to score 'important' vs. 'unimportant' data (discarding)	Tech Tea...	Nov 4



Tools for keeping track of tasks and workload

- My Tasks
- Inbox
- Dashboard
 - add important projects
 - only useful if moderators update progress regularly
- Search





Tools for keeping track of tasks and workload

- My Tasks
- Inbox
- Dashboard
- Search

Search

- Tasks I've Assigned to Others
- Tasks and Conversations I've Created
- Tasks and Conversations I'm Following
- ADVANCED SEARCH
More options to customize your search

Contains the words

All **Tasks** Conversations

ASSIGNED TO Benjamin Vandendriessche

IN PROJECTS

FOLLOWED BY

ATTACHMENTS Has Attachments Any

COMPLETION Completed **Incomplete** Any

DUE DATE Within the Next 7 Days

+ Add Filter

Cancel Search

Search - Asana

asana

Urgent

MY TASKS INBOX DASHBOARD

Search

byteflies.com BV

★ Urgent

List Calendar

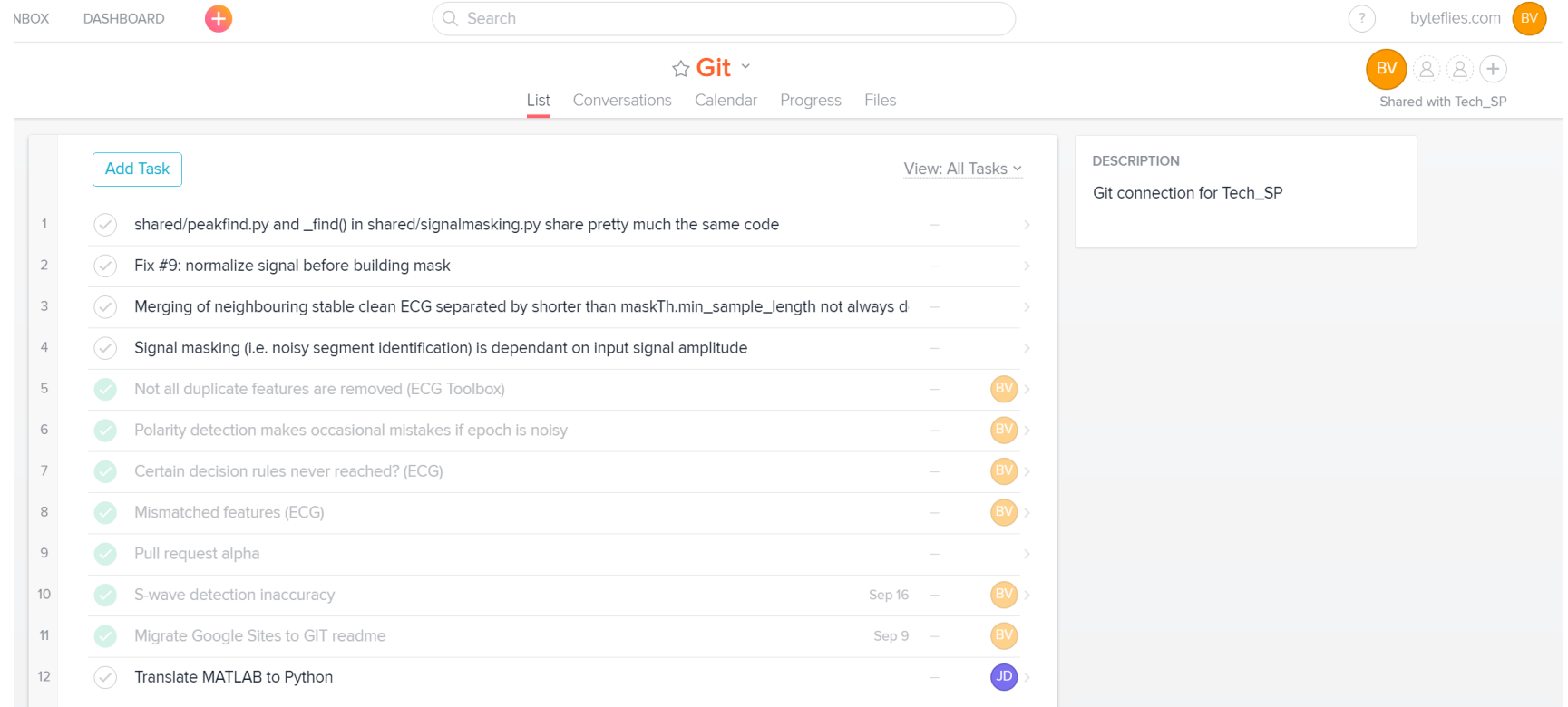
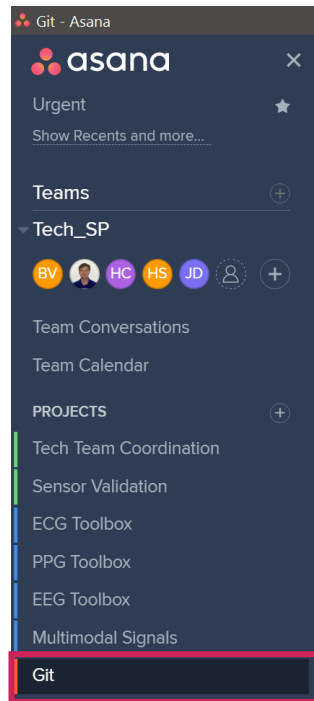
Refine Search

Task	Due Date	Assignee
Asana tutorial	Tomorrow	BV
Evaluate synchronization of ECG/PPG	Thursday	BV
Improve PPG cycle tracking when tachycardiac (requires comparison with sync'd ECG)	Friday	BV
Improve dicotic notch detection in case of multiple inflections	Wednesday	BV
Enforce refractory period for systole and diastole detection	Friday	BV
Evaluate Hexoskin X signals (blood pressure)	Oct 6	BV
Consolidate text & figures	Today	BV
Optimization for arrhythmia and abnormal morphology detection	Tomorrow	BV
Evaluation of Empatica PPG data	Friday	BV
Write project summary < IWT-Baekeland project with CWRU	Friday	BV
Spike/Clip detector	Friday	BV
Measurement protocol	Friday	BV



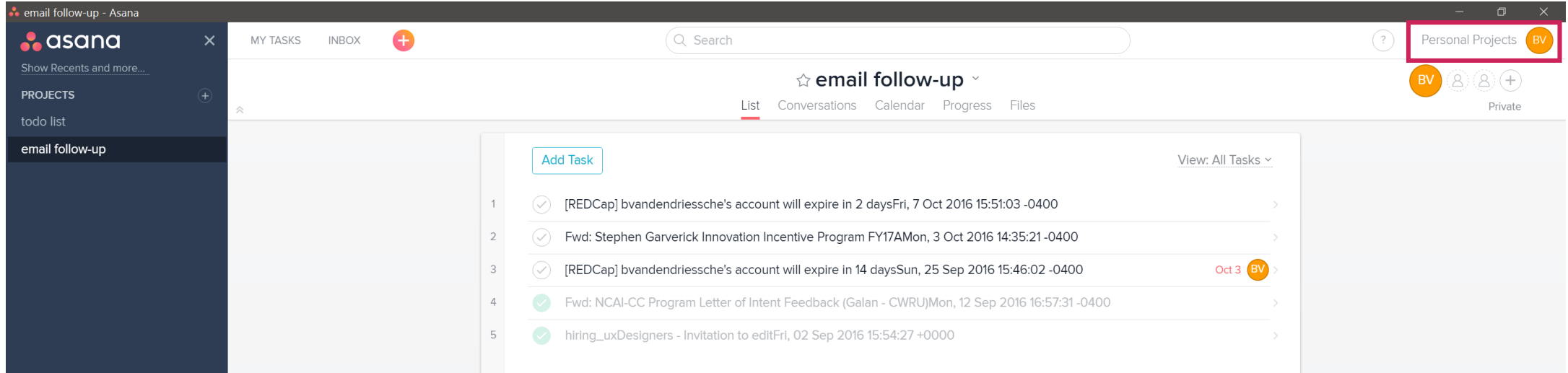
Github Integration

- 1-way sync with Github issue tracker possible via Zapier (optional)





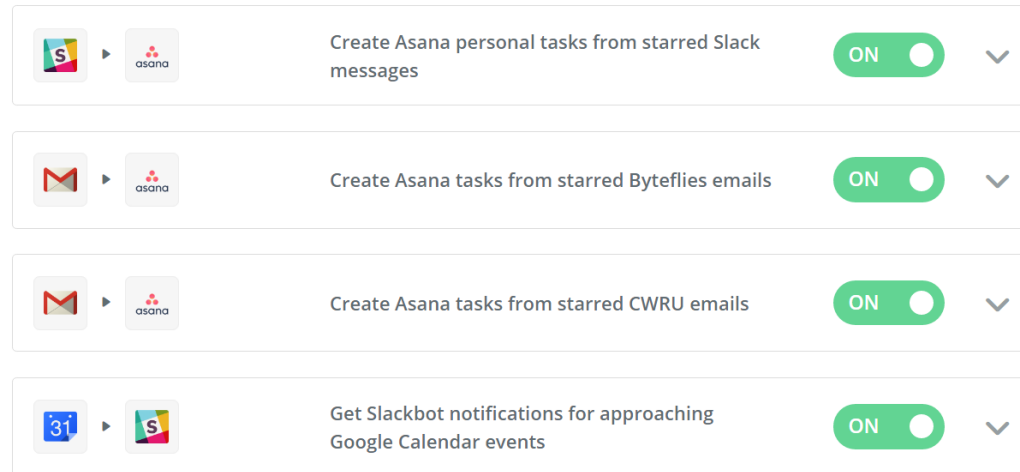
Personal Projects



The screenshot shows the Asana interface for a project named 'email follow-up'. The left sidebar contains the Asana logo and a list of projects: 'PROJECTS', 'todo list', and 'email follow-up'. The main area displays a list of tasks with a search bar at the top. The tasks are:

- 1. [REDCap] bvandendriessche's account will expire in 2 days Fri, 7 Oct 2016 15:51:03 -0400
- 2. Fwd: Stephen Garverick Innovation Incentive Program FY17 Mon, 3 Oct 2016 14:35:21 -0400
- 3. [REDCap] bvandendriessche's account will expire in 14 days Sun, 25 Sep 2016 15:46:02 -0400 (Oct 3 BV)
- 4. Fwd: NCAI-CC Program Letter of Intent Feedback (Galan - CWRU) Mon, 12 Sep 2016 16:57:31 -0400
- 5. hiring_uxDesigners - Invitation to edit Fri, 02 Sep 2016 15:54:27 +0000

The interface includes a search bar, a 'Personal Projects' dropdown menu, and a 'Private' indicator.

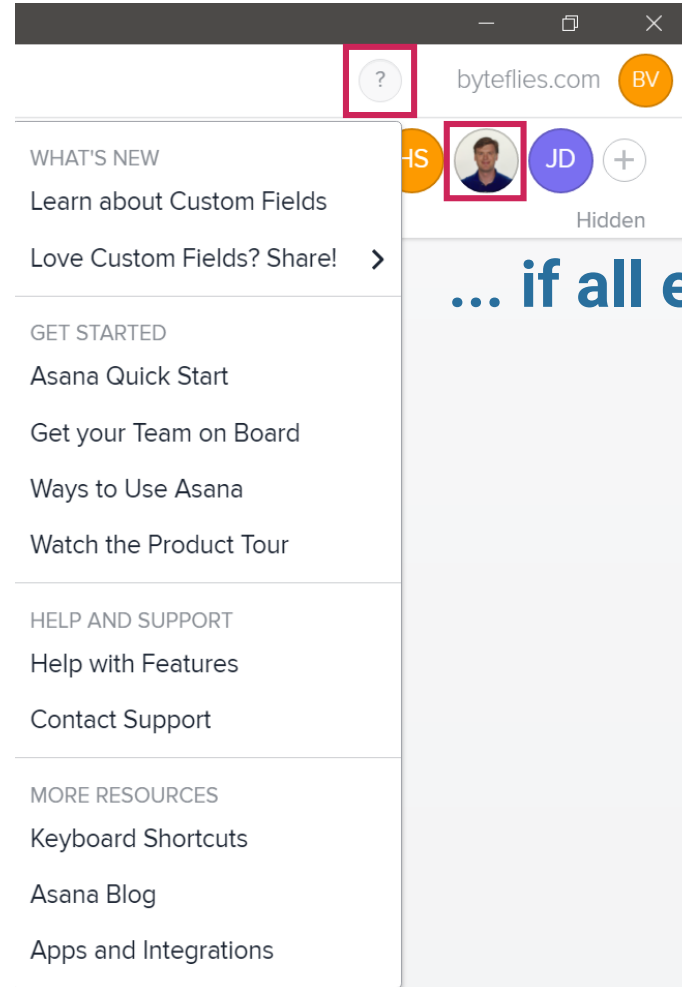


Integration settings for Asana:

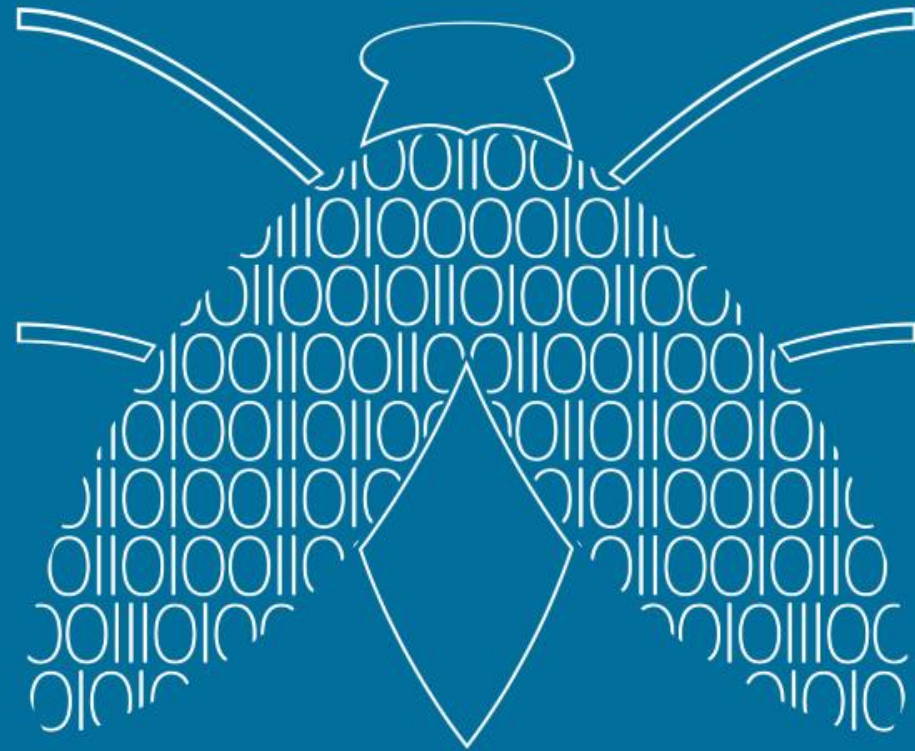
- Slack to Asana: Create Asana personal tasks from starred Slack messages (ON)
- Byteflies to Asana: Create Asana tasks from starred Byteflies emails (ON)
- CWRU to Asana: Create Asana tasks from starred CWRU emails (ON)
- Slackbot to Google Calendar: Get Slackbot notifications for approaching Google Calendar events (ON)



When in doubt ...



... if all else fails, blame him.



www.byteflies.com