CSC 648/848 SFSU Fall 2024 Milestone 3

Review of developed SW, functionality, UI, and planning for final product delivery

10-28-24

Announced: TBD
Due: TBD

Milestone 3 Objective and Overview

Milestone 3 has the following objectives and components to be addressed during 30 min in person team review meeting with Prof. Petkovic:

a) Review of updated M2 Vertical Porotype (VP) with home and search page implemented and integrated consistent with M2 storyboards, running from deployment server
b) UX review and feedback of all coded WWW pages (but not all connected to back-end –shown from laptop, locally)
c) Quick database, code, github review;
d) Review of the status of teamwork and risk management
e) Definition and firming up of final product plans ("minimum viable product features") for delivery of the team project (e.g. P1 list of features). **This will be your commitment to the instructor/client. From this phase of the project you will be in "feature freeze" mode e.g. work will be done only on P1 features. Any changes to this P1 list will have to be approved by class CEO (Prof. Petkovic). Your team will be then graded for proper quality delivery of these P1 features**

Milestone 3 consists of two steps:
1. Each team meets in person with Prof. Petkovic for the review (30 min/team)
2. Each team summarizes the review feedback from step 1 and creates plans for final team project delivery <u>immediately after the meeting</u> (No need to show this to Prof. Petkovic BUT important to do it to focus delivery plans. Prof. Petkovic will check completion via e-mail CP. This summary will then be submitted with M5 final folder for final grading)

All demos (including M2 VP) are to be done on student laptop which is to be brought to the meeting. Note that some SW like updated M2 VP has to run from deployment server

See Appendix I for Prof. Petkovic Milestone 3 review checklist.

IMPORTANT!

Meeting schedule will be strictly enforced, please be on time

Meeting is in person, 30 min per team

Appoint a "scribe" e.g. person to collect meeting feedback and main points and action items (use Appendix I as a template). You can also video record the meeting (especially UI feedback) and use it for later review * but you cannot post it outside of the class ******

Review of updated M2 VP, UX pages, code, guithub and DB will be done from student's laptop.

Please bring working and fully charged laptop to the meeting

Test your SW and ensure you have access to all demo code and tools.

Print all major UI screens you developed for M3 review (latest version), one page per sheet (B&W OK) so Prof. Petkovic can mark UX feedback

You have only a limited time available for the meeting. Any time you lose due to improper preparation means less time for your team to receive feedback.

Milestone 3 review Schedule: We will develop exact schedule for M3 reviews in the class, and it will be strictly observed, 30 min/team

In terms of attendance, at minimum team lead, back and front-end team lead MUST attend.

M3 meeting review is NOT graded, it serves the purpose to provide necessary feedback for successful continuation and completion of the project. **However, team must come prepared with all necessary deliverables as outlined above. Not coming prepared or having significant components of M3 review missing will result in negative points on SE Process component of team grade.**

Instructor may issue checkpoint (via e-mail) in case there is an issue that has to be urgently solved or tracked. These checkpoints must be answered as per requested schedule. **If they are addressed and answered on time there will be no negative points.**

Documenting M3 feedback and plans (required to be done immediately after the meeting, see Appendix II for the template):

Team must meet and analyze meeting feedback and revise design and implementation as necessary (e.g. create a plan what actions/tasks will be done based on M3 feedback) at the latest 2 days after the M3 meeting. Team also must record final P1 set of features as agreed upon at the M3 review meeting. This feedback as well as finalized P1 list MUST be recorded using M3 summary template as below, Appendix II. **You will submit this summary with final M5 folder, it will not have to be reviewed by Prof. Petkovic after M3 review but Prof. Petkovic will ask conformation that this has been done by e-mail to each team lead. The team will then focus only on P1 functions and be in so called "feature freeze" mode, e.g. no other features shall be entertained in any way.**

Prof. Petkovic will send e-mail Check Point to all team leads a few days after M3 meeting just to confirm the following: a) M3 meeting summary has been completed; b) architecture review has been done (see M3 summary template in Appendix II)

(Being able to analyze review feedback and develop practical and realistic plans for delivery based on the feedback are key skills for successful SE careers. M3 summary serves the propose of helping you learn this AND is excellent thing to show during the job interview. Note that we usually use two key variables to determine/prioritize what things need to be done from often broad user feedback: importance for the product success and cost of implementation.)

Appendix I – Rubrics and checklist for Milestone 3 review meeting to be used by Prof. Petkovic:

Section:　　　　**Team:**　　　　**Date:**　　　　**Number of students present:**

Team on time:

All required items brought to the meeting including properly working laptop and printouts of UX:

1. *UI and functionality feedback (P1 functions only) – from student laptop*

Check updated M2 VP ((must work and be integrated with back end, running from the server).
All pages must be coded as per M2 UX feedback and be coded using chosen front end framework
- Home page Search (including search)
- Search results and display

Check other WWW coded pages working locally, e.g. as tabs. All pages must be coded as per M2 UX feedback and be coded using chosen front end framework
- Filtering
- Search Details and maps (if applicable)
- Messaging/contact seller/user (if applicable)
- Data Upload/POST
- Dashboards
- SFSU specific features
- Any other necessary P1 feature as mentioned in the class
- UI responsiveness (resize the browser)
- Performance (e.g. display of results list is efficient e.g. uses thumbnails)
- Admin UI plans. If Workbench check that the team knows how to use it

2. *Brief review of code, github, database etc. (from student laptop)*

Inspect github (high level only) - check file/branch organization e.g. MVC structure and folders, comments on code commits in DEV branch etc. Check github practices actually applied (briefly).

Code review: spot check random code blocks/classes: header comments, in line comments, readability, variable naming, class naming consistent with M2 DATA section

UX pages built using chosen front end framework?

<u>Inspect DB tables and data in them</u> using the tool of your choice (e.g. whatever your site admin would use): Structure naming to be consistent with M2 DATA etc. Stored PW will be checked for encryption.

3. *Project status – be ready to verbally explain status of the issues below*

1. *Teamwork*: is the team working out, any related issues

2. *Risks*: all <u>actual</u> (not hypothetical) risks (schedule, technical, skills etc.) should be identified and either resolved or plans made how to resolve them asap.

3. *Team project management practices and tools used*

4. *Digital content* (e.g. images, video) please provide information on status and availability, chosen formats, resolution etc.

5. Any issues? Any CP needed?

4. *Agree on P1 list of features to focus on from now on (below):*

Determine this with the team. Team to enter this listing in M3 summary report and focus only on those features from now on – e.g. he team is from now in on "feature freeze" mode. See details mentioned above

Appendix II: M3 meeting review summary and development plans template – to be filled out by the team immediately after M3 review meeting

This summary must be done as soon as M3 meeting review is done to document the findings and conclusions (best do it after the meeting). Prof. Petkovic does not need to see this document until it is submitted with final M5 folder for final grading but will check for its completion via e-mail checkpoint to team leads. **This document is used to guide team plans for the rest of the class – team from then on will be focused only in agreed upon P1 features – e.g. is in "feature freeze" mode meaning all team members work ONLY on P1 features on their task list.** In the parlance of SCRUM SE project management this list of tasks constitutes your "sprint backlog", see https://en.wikipedia.org/wiki/Scrum_(software_development)#/media/File:Scrum_Framework.png (we will cover it in SE Processes segment).

- **IMPORTANT** for selection of P1 features: analyze what needs to be done, prioritize based on two factors: a) importance for the product/user and b) cost/ability to deliver it in given schedule. Based on this come up with the plan (list of P1 features) then execute it. After this the team is in "feature freeze" mode, focus is on P1 features only. **All listed P1 features (no more no less) MUST be delivered in usable way, free of bugs and will eb used for grading**

Team leads: ensure a) all tasks are covered; b) all team members have tasks assigned; c) strictly manage deliverables and have checkpoints along the way to ensure progress

Template for this document is below. Be concise (1-2 line per issue is OK) but ensure you record all issues that apply. You also must fill in section with P1 priority functions

Summary of Milestone 3 meeting review with Prof. Petkovic and plans for further development

Team number:

Meeting date:

- **Summary of feedback on UI (record all pages that need revision)**

- **Summary of feedback on code and architecture**

- **Summary of feedback on github usage**

- **Summary of feedback on DB**

- **Summary of feedback on teamwork and risk management**

- **Confirm that you have done <u>architecture review</u> to check that developers adhere to MVC pattern, coding style, minimal agreed documentation etc. <u>Record if OK or list the issues found</u>. Request developers follow up on corrections and <u>follow up later by doing code reviews</u>**

- **List below agreed upon P1 list of features for final delivery which constitute product plan. NOTE: after this meeting the team focuses solely on this P1 list of features, e.g. the development is in "feature freeze mode". <u>All listed P1 features (no more no less) MUST be delivered in usable way, free of bugs and will eb used for grading</u>**

- **Any other comments and issues**

- **Check Point (CP) <u>if given</u>, DUE:**