CS 422 Software Methodologies
Progress Meeting - Guidelines

This document provides the guidelines for preparing for the project's Progress Meeting. The project progress meetings have two purposes:

- Maintain or increase momentum on the project development.
- Students provide functional requirements in the form of use cases.

The user goals provide an overview of the system, and the basic flows in the use cases describe the desired functionality.

From day 1 of your project, think of what went well and what did not. Your team must improve its ability to follow processes and communicate among its members. Each progress report must include the topics and knowledge acquired in the lectures as the course advances.

Report Form

Project Title:

Team Name:

Team Members:

Introduction

- What was the plan for this iteration?
- What did the team accomplish?
- Summarize all significant changes since the last meeting.
  (include date, motivation, description, and ramifications of each change)

Customer Needs

- Describe the customer's needs and general expectations in the project.
- Write a use case for each main user goal for a primary and secondary user
  (include title, user goal, and basic flow for each use case).

System Description

- Describe the system you are developing.
- List the main challenges of this project.

Current Status

- What is working (screenshots)
- Present a block diagram with the current state of the system.
- Present a Gantt chart of the whole project.

Previous Stage

- What went well?
- What did not go well?
- What prevented goals from being met?
- What challenges did you face?
- What tests have you run or planned?
- How many lines of code has the team written?
- What auxiliary systems, libraries, or utilities have you installed?

Next Stage

- What are your goals for the coming iteration?
- What's your plan to overcome any issues you have?
- What will you do differently in the next iteration?
- Include specific tasks and milestones.
- Provide an estimated completion date.

Project Management

- Maintain a change log (track each change's date, motivation, description, and implications).
- Present the change log up to the date of the meeting.
- What are the goals for the next iteration?
- What project management methodology are you using?
- What is the plan for the rest of the project?

The Team

- Team Roles (be as specific as possible)
- What is each member's contribution so far?
- Express contributions in percentages (as close and realistically as possible)