CS 422
How to Submit Group Projects
and Group Project Documents

This document summarizes how to submit group projects and associated documents for CS 422 Software Methodologies.

You must do all the following at least one day before the deadline.
1. Every group member must carefully read the section on Good Writing in the syllabus and the grading criteria (and associated documents). Group members must work together to ensure that the work submitted meets the requirements and fulfills the specifications. This pre-evaluation of the submission is a form of validation and verification.
2. Add identifying information to all products. Make sure that every document, source code file, README.txt, and every other component that you submit contains (at the top of the file):
    i.   a statement of what it represents or implements,
    ii. the group name,
    iii. the names of all authors (alphabetically by last name),
    iv. the product's author information should be clear, i.e., what each component is or implements, who created or last updated it, and when.
3. Gather all of the computer files that you will be submitting. Some instructions for specific documents are in some of the following steps.
4. Aside from source code files, you must submit seven documents:
    i.   README.txt
    ii. SRS.pdf
    iii. SDS.pdf
    iv. Project_Plan.pdf (from Task_and_Assignment_Breakdown.xlsx)
    v.   Programmer_Documentation.pdf or .txt
    vi. Installation_Instructions.pdf or .txt
    vii. User_Documentation.pdf
5. You may submit fewer than seven documents if you combine some (e.g., the Programmer's Documentation and Installation Instructions). Still, if you do, adding a table of contents would be good.
6. Do not submit diagrams, figures, project timelines, or other content as stand-alone files. Either insert these elements into word processing documents or convert them into PDFs and integrate them into one of the seven required documents. Do not submit Microsoft Word files. Save them as pdf. All documents intended to convey information to a human should be in .pdf or .txt format.
7. When you add figures to word processing documents, make sure they and the text in them are large enough so that the text in the figure is roughly the same size as the text in the document's main body.
8. Excel files, such as those used for time-tracking and task-tracking, must be printed to PDF after the document is formatted. Data must be visible in a

helpful manner from page to page, e.g., with all of the columns for a task on the same page. Make the margins small (e.g., 0.25 inches) to get more on each page. Sometimes, a landscape orientation is better for Excel documents. If it permits the best presentation of information, mixing landscape-orientation and portrait-orientation pages in the same document is acceptable.

9. Add page numbers to all word processing files.
10. Organize all project files in a directory structure.
11. Create a README.txt file in the top directory explaining what is in this directory of files. This file must include:
    i. A very brief description of the system
    ii. The authors (alphabetically by last name)
    iii. File creation date
    iv. Course name and assignment
    v. Necessary steps to compile the source code and run the program
    vi. Any additional required setup
    vii. Software dependencies, such as the version of the compiler
    viii. A brief description of what is in each subdirectory in the directory structure
12. Create a single <group_name>.zip file of the project directory, such as "Group1.zip".
13. One group member must submit the project on Canvas, ideally one day before the deadline. At the time of submission, that student should also make that file available to all other group members. If more than one group member submits for the same project deadline, any submission will be evaluated, and the other submissions will be ignored.
14. Only the final submission will be evaluated; any previous ones will be ignored.
15. All team members must now evaluate the submission. This evaluation includes reading and comparing every document against the requirements (see Step 1 above). At least one team member must take the submitted .zip file to a computer that was not used to develop the project and try to (a) install the project using the instructions submitted and (b) use the system in the manner that an actual user would use it.
16. After the team submits the project, every team member must e-mail the peer evaluation form to the instructor.
17. Alternatively, you may place your project on GitHub and invite Juan Flores <jflore10@uoregon.edu> and Hammad Ather <hather@uoregon.edu> as collaborators.