**COS420 – Introduction to Software Engineering – Project Policies – Fall 2022**

1) Project Teams:

• Students are expected to make a new and original contribution for each deliverable. They also need to update the work of the previous deliverables, if they did not receive the full grade (i.e. 100%).

• Students are expected to participate in designing, writing, and implementing the code for an equitable part of the project software for each deliverable.

• Students are expected to help other team members, but not to the extreme that they do their work for them.

• Students are expected to participate in project meetings, timely communication, and equitable project work in all areas including but not limited to brainstorming, specification, design, coding, documentation, software documentation, testing, reviewing, researching, and presenting.

• Students are expected to specify their exact contribution for each deliverable. This is best substantiated through the edit history for Google Documents and via history of editing files via git / Github.

• All members of each team are expected to meet with the instructor at least once a month to discuss their current challenges and their progress. Your team’s Project Manager needs to guarantee this and coordinate with the instructor.

2) Project Presentations:

• Students may only present their own work on the presentation and software demo.

o In the event that a student has no contribution during a deliverable, the student forfeits the presentation and the deliverable.

• Students are expected to give helpful feedback to presenting teams.

~~• If a team member cannot attend their team’s presentation due to an excused absence, they should prepare and record the audio for their slides so that the audio is audible on the classroom speaker system or presentation computer.~~

• Unexpected or unexcused team member absences will be handled on a case-by-case basis and may result in a grade penalty.

3) Project Work:

• Project deliverables must be documented, integrated, and presented as a whole each deliverable.

o Up to half credit is given to unintegrated deliverables submitted individually, except due to personal issues examined on a case by case basis by instructor.

• The project functionality should correspond as closely as possible to the work reported for the current and past iterations.

• Origins of all artifacts that are used in the project, but not developed by the project team, should be stated in the project documentation.

o Artifacts include but are not limited to networking packages, frameworks, open source software, documentation, multimedia, or hardware.

o Customized changes the team makes to the artifacts must be clearly stated in the project documentation.

• Should a team complete their application before the last deliverable, the team should begin another project.

• The team is expected to use Scrum and regularly update a Kanban board, a configuration management site, and issue tracking site accessible by the course instructor and reviewers.

4) Questions:

• Students are encouraged to ask questions about the project and obtain clarification for any project work from the course instructor to avoid penalties on project work or presentations.