Project Title: Team Management System (TMS)

Document id: TMS-G-01

1. Objective

The goal of the project is to help course instructors set-up and manage students teams for courses assignments and projects. The system will allow creation of teams according to parameters defined by instructors. It will also provide for collaboration between team members working on a course project.

2. Background

Courses instructors do not like to impose predetermined teams, the TMS aims at letting the choice of teams to be done as much as possible by students. The system will be accessible on the Web, via a web browser, thus avoiding having to install an additional application software on client computers. The TMS system will consists of two main sub-systems: a Team Creation sub-system and and Team Work Collaboration sub-system. Only the Team Creation sub-system is considered in the current stage.

2.1 Team Creation sub-system

The Team Creation sub-system (TCS) will allow setting-up teams. Teams have minimal characteristics determined by the instructor:
- Minimal and maximum number of members.
- Deadline for their formation.

TMS should provide administrative capabilities to instructors that would allow them setting up these parameters.
The system will be able to retrieve students data from a database system. Information for each student will include a student number, a name, an email address, and login information. Students will be able to create new teams, join existing teams, quit teams as long as the deadline is not over yet. Students will also be able to browse through existing teams (complete as well as incomplete). However, only members names should be displayed. Other information such as students numbers and email should never be accessible.

Constructed teams will have:
- A name chosen by team members.
- A unique identifier.
- A list of team members (name, number, program, course, section, email).
- A member chosen as a contact person (liaison) for the instructor.

Instructors will be able to visualize the list of teams using a Web browser. All information will be shown in that case. Exceptionally, instructors will allow certain teams to have less members than the required minimum, or more members than the necessary maximum. An instructor should also be able to add withdraw members to a team at any time (even after the deadline).

2.2 Team Work Collaboration sub-system

The Team Work collaboration sub-system (TWS) will help team members communicate during a project. The system will provide a message board to teams members and allow contacting team members by email.

The message board will be such that after login, a team member can post a message that would be seen by other logged team members. The system will keep an history of messages up to a preset number.

Team members can browse through an consult previously posted messages. A threading facility should be provided to help organize messages. Each message will have:
- a title
- a date
- a priority number
- a content

After reading a message, a team member should be able to write a reply message that would appears under the same thread.

The TWS will also allow sending emails using members stored email addresses. A logged team member should be able to send an email to a specific member or broadcast to all members of his/her team.