

# Milestone 1: **Group Deliverable**

**Due Date:** 4 May 2020 - 23:55

**How:** Electronic submission to both Moodle and GitHub

**Format:** PDF file [named as “**M1-Group<X>.pdf**”, where <X> corresponds to your group number]

This report is a synthesis of and reflections on the work you have done thus far. You have contributed significant content to your repositories. Your report should be prepared based on the content of your repository and your reflective observations. Recall that milestones enable the examination of the work done, the processes & tools chosen, and what you think about the current status. It gives you opportunities for continued assessment and improvement.

## 1. Milestone Report

Your milestone report must include at least the following

- **Executive Summary:** Summary of project status and any changes that are planned for moving forward.
- List and status of **deliverables**
- Evaluation of the **status** of deliverables and its impact on your project plan
- Evaluation of **tools** and **processes** you have used to manage your team project.
- A summary of work done by each team member (in tabular format)

## 2. Deliverables

The following deliverables you have worked on thus far will be compiled into a PDF file consisting of:

- Communication plan
- Requirements
- Scenarios and Mockups
- UML Software Designs
- Project plan & RAM
- Milestone Report (with the information requested in)

## 3. Other work

Your work on the following will be evaluated independently of the report:

- Wiki
- Issues
- Meetings

## 4. Delivery Method

- The **communicator** of each group should submit the corresponding report to the assignment named “*Milestone Report 1*” on Moodle.
- You may update your Moodle submission until the deadline. If you have a submission that you want to revise, you should resubmit it before the Moodle submission system closes. After uploading to Moodle, check to make sure that **the last version of your project** appears there. Milestone reports **will not be accepted by e-mail**. Do not risk submitting in time by waiting for the last moment. You have ample time to submit your report. Connectivity problems to the Internet or to Moodle in the last few minutes are not valid excuses for being unable to submit.
- In addition to your Moodle submission, create a directory named “*deliverables*” in your GitHub code. Then, add your 1st Milestone report named “**M1-Group<X>.pdf**” in the “*deliverables*” directory in your GitHub code.