Mentor Meeting 3 Notes 11/10/2018

16:30-17:20

Attendees: Everyone

Agenda:

Finishing and Presenting the project

Testing and Fulfilling Client Requirements

Best Practices for User Guides

and User Training

Notes:

The actual delivery of the project is weighted quite marginally in the whole unit grade.

The deadline to finish all the coding and presentation of the project is Monday of week 12

Since we got an average mark for Sprint 2, we should look into how to improve client relations, and maybe ask Afagh on how the marking rubric works. For the client as well as the sprint 2 deliverables.

DP: In terms of scope, try to keep it as simple as you can. This also makes it easy for the client. A good approach is the keep flexibility for the client to change things. But if they don’t supply needed information quickly, and deadline is approaching, you may have to decide for yourselves what would be best for the client. Instead of sending alerts to individual unit coordinators (academic advisors) -- this poses a problem, as you are hardcoding who receives the alert -- you could send them to an alias, or a group of recipients, which are handled on their end. So they decide who will and won’t receive and respond to alerts.

Make a User Manual. Screenshots, walkthroughs, on how to use the program.

We should also walk through how to use the program with Ros, Tas, and Julie? And maybe point out the less obvious functionalities. Add troubleshooting to manual.

If we aren’t able to finish the project, should we add instructions for future development?

We should look into deployment of the app. Ideally we want it to be accessible to anyone, instead of just running locally on a machine.

Sprint 3 deliverables

• Distribute source code. Handover to IT?

○ Talk about potential to set up DNS

• User manual (PDF)

○ Includes installation requirements + instructions

○ Dependencies?

○ Step through basic workflows

• Deploy for Arts Faculty