

**prELIMINARY cLIENT mEETING pLAN**



Table of Contents

[**Project Requirements**](#_Project_Requirements)**1**

[**Hardware**](#_Hardware)

[**Software**](#_Software)

[**Stakeholders**](#_Stakeholders)

[Process](#_Processes)es

[Data](#_Data)

[**Most Applicable Information Gathering Techniques**](#_Most_Applicable_Information)**2**

[**Questions**](#_Questions)**3**

[**Open**](#_Open)

[**Closed**](#_Closed)

[**Repositories**](#_Repositories_of_Information)**4**

September 20, 2018

Caroline’s Classroom Robots

# Project Requirements

## ****Hardware****

* Computers with Windows Operating Systems, including the recommended hardware specifications for developing and handling the chosen IDE and database software.
* Hardware specifically for backing up data, such as servers.
* Wired or wireless connection to servers and routers.
* Windows-based web server.
* Interface for program access from tablet, laptop and computer

## ****Software****

* **An IDE (Integrated Development Environment) must be selected and used for the development of the project.**
* **Source Control Software must be chosen and utilized, protecting the project from human error and allowing multiple developers to work at a time.**
* **Microsoft Office. Allowing the team to utilize Spreadsheets and word processors for calculation and planning outlines.**
* **Database management software to store information.**
* Visual outline software such as Visio for creating flowcharts and project diagrams.
* Menu for reports, accessible on the tablet.

## ****Stakeholders/People****

* Caroline. As the client she determines the scope of the project.
* School Teachers who may utilize the program.
* The classroom robots who will aid in the functionality of the program.
* Students who will be exposed to the program

## ****Processes****

* Robots must recognize and welcome all students who enter the classroom
* Student’s attendance must be noted upon arrival.
* Robot will assist students with relevant topics during self-directed sessions.
* Data from the lesson will be wirelessly uploaded to the web server.
* All details can be added and edited from the tablet or laptop.
* All reports can also be viewed from the tablet or laptop.

## ****Data****

* Data requirements as per documentation.
* Anticipate use of program from 50 teachers, with 10 more each year.
* Each teacher can have more than one class, allow for 100-200 classes a year.
* Each class contains up to 30 students.
* Details of up to 200 robots.
* 10-20 exercise types another 10-20 exercise topics per types and 10-20 exercises per topic.

# Most Applicable Information Gathering Techniques

To determine what is the best techniques to use while gathering information we must discover what techniques can be applied to this project. The first technique is interviews. **Interviews** allow you to determine the scope of the project with the help of your client. It is here where you will discover what the client wants the project to do and how they want it done.

While most of the information required to understand the project can be determined through interviews with the client. To truly understand what the client wants, you need to dig deeper. That’s where **research** comes into play. Typically, your client will not fully understand how to apply what they want to an IT environment, explaining why they have hired you. As such, it is up to you through the combination of research and interviews, to extract enough information to fill in the gaps and determine the best approach.

These two techniques are the best to use with this project.

# Questions

## ****Open****

* What kind of reports did you want to be accessible from your tablet?
* What types of tutorials did you have in mind?
* Could you provide a list of the type of reports you would like generated?

## ****Closed****

* Will Laura be the only one using this application?

# Repositories of Information

There are many repositories for us to access. For one the **internet** will be very beneficial in reviewing how to implement our code to the best effect. It will also allow us to rapidly understand any coding procedures/properties that we do not understand already.

To be more specific, the website **Stackoverflow** will be the website used primarily to obtain coding information.

**Caroline** herself isanother useful repository. Caroline will allow us to learn all the required coding conventions, organizational standards and documentation standards prevalent to her school and by association, her classroom. As we are developing the application for Caroline, we must abide by all internal standards within the school, including external standards such as national and state standards.