
Submissions Specification

Computer Science Team Projects

CS2010 2019-2020

1 Introduction

This document describes the submissions that should be made for the Team Project module. These take the form of code, videos, demonstrations and written reports, which evidence the evolution of your work. It is expected that these submissions report on some of the activities undertaken by the team, as part of effective team-based management of software development practice, communication of technical work, and as evidence of your learning.

Assessment of the Team Project is based on **evidence presented in these submissions**. Different submissions provide evidence of different specific areas of work. Thus, the entire set of submissions described in this document influence the team's overall mark, and this is described in the accompanying Assessment Guidelines document.

In addition, these submissions are intended to provide you with the opportunity to obtain **feedback** on your progress and learning so far. There are multiple sources of feedback available through the project, and you are responsible for accessing these. Typically, **you will have a meeting with a member of the module leadership team following each submission**. This is the primary opportunity for you to obtain **feedback** on your work and progress so far. From our experience, failure to engage in obtaining this feedback leads to substantially lower final performance.

2 Team & Individual Submissions, and Contributions

Some submissions are **TEAM** submissions, while others are **INDIVIDUAL** submissions. Formally, this module has two assessment elements: the **TEAM** submissions contribute to Element 1, while the **INDIVIDUAL** submissions contribute to Element 2, as described in the Assessment Guidelines.

2.1 Team Submissions

For team submissions, only one person needs to submit on behalf of the team, though it is usually expected that several or all team members collaborate to produce it. **Each team submission should include, *on the cover sheet*, a brief statement of which team members contributed to this submission, and how.** For each team member, this should include: i) the name of the team member, ii) a brief description of their contribution to this submission and the work leading to it, and iii) an estimate of their percentage contribution. The percentage contributions should be calculated such that for each submission, the sum of all contributions is equal to 100%. For example, for a submission where four students contributed equally, they would each have 25% contribution, and non-contributing team members would not be included. **Failure to include this statement may lead to you not getting full credit for your work.**

It is not expected that all team members engage in all activities carried out by the team, as this is not a scalable way to run a project and will likely lead to a lower overall scope. Individuals' contributions should normally be focussed on specific areas, as agreed by the team, and be of an equivalent level.

2.2 Individual Submissions

Each individual submission must be your own work, and standard university rules for individual coursework apply to individual submissions.

3 Submissions List

- **Submission 1 (Deadline Monday 7th October):**

- **Designed Alliance [TEAM]**

A Designed Alliance, which documents your commitments to each other and your intention for how you will be as a team. We covered what this should include during the kick-off session.

- **Reflection on the Kickoff [INDIVIDUAL]**

A written document by each team member, reflecting on the first week of the project, including the kickoff session. You are advised to structure your reflection using Kolb's learning cycle or similar.

- **Submission 2 (Deadline Sunday 13th October):**

- **Pitch [TEAM]**

This is a (maximum three minute) video pitch that describes what software you intend to produce during the project. It should describe your overall vision, be clear about the scope of the work you expect to achieve during the project, and highlight any novelty. It should be aimed at potential users, and be intentionally designed to excite them about your software. It should be submitted via Blackboard as a single video file. Please put the contribution statement in the accompanying submission notes on Blackboard.

- **Submission 3 (Deadline Sunday 10th November):**

- **The Hack [TEAM]**

By this stage you are expected to have produced a software hack that (while likely rough around the edges) demonstrates the feasibility of the idea described in your pitch. The hack should focus on the core idea in your pitch, and be designed to convince potential users and the module leadership team that the idea is sound. The submission comprises two parts:

1. The source code of the software produced so far,
2. A screencast that demonstrates the software in an engaging way.

- **Project Website [TEAM]**

A publicly accessible website that contains at least a landing page with some basic information about your game. The website should be aimed at your target users, and be designed to excite them about your upcoming release.

- **Game Design Document [TEAM]**

This document should flesh out the ideas presented in your pitch. It should establish who your targeted users are, and your intention for the gameplay experience they will have. Key things to include are intended core features, main gameplay mechanics, graphical styles, and user interface design. The document should provide sufficient detail to be able to establish what the main areas of work that are to be done, and support the team and assessors in establishing the feasibility and suitability of the project to be undertaken.

- **Software Quality Strategy [TEAM]**

This will be a (maximum 10 page) written report answering the following question: *“How, as a team, will you develop and deliver high quality software?”* The report should be forward-looking, concrete, and describe your approach to ensuring the development of high software quality throughout the project.

You are expected to draw on learning from other modules in deciding what to include, and in producing this report. The module leadership team will be happy to provide feedback on your ideas about what to include and how to structure the report.

- **Submission 4 (To be delivered at the MVP Showcase in Week 12):**

- **The Minimum Viable Product (MVP) [TEAM]**

By this stage you are expected to have produced a minimum viable product that, while limited in scope, implements the core of your idea from the pitch, and is able to be used reliably by end-users.

The submission will be delivered as a live demo of your software at a dedicated MVP Showcase, at which all students on the module will be present. More details about the MVP demo will follow in due course.

- **Project Website and Development Blog [TEAM]**

Your publicly accessible website should, by this stage:

1. Promote your team and your software. The MVP should be available to download/use from the website.
2. Contain a development blog with at least one post on it (though it may have more), concerning the team's journey so far.
3. You should present the URL of your website during your presentation, so that the audience can view it.

Note: You may, but are not required to use personally identifiable information (i.e. real names) on the project's public website. If real names are not used, then suitable consistent pseudonyms should be chosen, and a mapping from pseudonyms to real names should be provided confidentially to the module tutor.

- **Submission 5 (Deadline Sunday 9th February):**

- **Individual Reflections [INDIVIDUAL]**

This will be a written critical reflection by each team member, focussing on one *significant experience* which has impacted upon that team member so far during the module. Note that each team member may choose different significant experiences to reflect on. You are advised to structure your reflection using Kolb's learning cycle or similar.

- **Submission 6: (Deadline w/c 23rd March):**

- **Demonstration [TEAM]**

A (maximum 15 minute) demo of the software. This is an in-person presentation rather than an electronic submission, details will follow.

- **Complete Software System [TEAM]**

The source code of the complete software system produced. This should not be submitted via Blackboard, but should either be available via the project website, source code repository, or be handed over to the module tutor on a physical medium (such as a DVD or USB stick) at the demonstration.

- **Final Technical Submission: (Deadline Friday 3rd April):**

- **Final Project Report [TEAM]**

A technical report designed to:

1. Evaluate the extent to which i) *the software you produced*, ii) *the way your team worked*, and iii) *the way the project and software development were managed*, were high quality.
2. Discuss how you could have improved i) *the quality of your software*, ii) *the way your team worked*, and iii) *the way the project and software development were managed*.

Note that this is a technical evaluation document, not a piece of reflective writing. It should be objective, precise and concrete. It should refer directly to your *Software Quality Strategy*, *Game Design Document*, and the original *Pitch*.

The report should be **no more than 15 pages**, including references and any preamble. You may, and are advised to include appendices beyond this limit, however these should only be used to provide additional evidence. The role of evidence in the appendices should be referred to in the main text, in order to establish their relevance. The main body of the report itself should be self-contained as a piece of technical writing.

You are expected to draw on learning from other modules in deciding what to include in, and in producing this report. The module leadership team will be happy to provide feedback on your ideas about what to include and how to structure the report.

- **Complete and up-to-date project website [TEAM]**

This will be designed to show off the software you have produced, and also include the development blog. The blog should report meaningfully on the progress of the team, in a manner that would be expected to be of interest to potential users tracking the project. Please include the URL on the cover of your final report.

- **Final Reflective Submission: (Deadline Sunday 3rd May):**

- **Individual Reflections [INDIVIDUAL]**

This will be a written critical reflection by each team member, reflecting on *the experience of the project as a whole*, articulating what you have learnt from it, and how it will impact your future. You are advised to structure your reflection using Kolb's learning cycle or similar. This is your final opportunity to provide us with evidence of what you have learnt during the project, and how!

4 Submission Requirements

Unless otherwise stated, each submission should be submitted by 6pm on the deadline day. Each group has a group area within the module site, which includes group submission links. This means that for group submissions, **only one person needs to submit on behalf of the team**. The exception to this is individual reflections, which must be submitted individually.

All document-based submissions are to be **submitted in PDF form** via Blackboard. This is to ensure that the work as received is consistent with how you intended it to appear. This is especially important when detailed diagrams and tables are used. You should convert other document formats to PDF, and are advised to take time to ensure that the content displayed on the PDFs is legible and represents what you intended. Any documents submitted in a format other than PDF will be automatically converted by our software, and hence this may lead to serious ramifications, including a loss of content, lost marks for ineffective exposition, and possible lack of comprehension by the markers.

There are different options for how to submit the code. The first is to submit a link to a source control repository with a **tagged** commit, referring to this submission. The second option is as a download on the project website or cloud hosting service. The third is to simply zip up the code as it is, and submit it on a physical medium in the demo. *Any* late submissions will incur standard lateness penalties applied proportionally to the entire project mark. In addition, teams are advised to be aware of the emphasis placed on delivering complete work on time, in the module's assessment guidelines.

Finally, each written submission should include a cover sheet that clearly states:

- **Your team number and name,**
- **The title of the document,**
- **For team submissions, a brief statement of who contributed to this submission, and how (see Section 2.1 above).**

For submissions that do not comprise a written document (e.g. videos), please include this instead in the text field of the Blackboard submission instead.

Failure to include this information may lead to loss of marks.