

SAPM Practical Group Meeting 1

30 January 2017

Running the meeting

- You will need someone to chair the meeting.
- You will also need a secretary to take notes that will be available to the whole group.
- The key part of the notes is the **actions** where you note who has agreed to do something by what date.
- The chair of the meeting will control contributions and will take the meeting through the agenda.
- The group is important since it will help you have a coherent contribution.
- Your grading will be based on the quality of your contribution but an important part of that contribution is interaction with others on the course.

The Project

- SAPM is about managing the complexity of large projects.
- The goal of the project is to deliver a collection of case studies that support the learning outcomes of the course:
 - The challenges of scale – what difficulties arise in getting something coherent from a group of 120 people.
 - Experience of the need for process and planning
 - To reflect on literature and locate and summarize relevant literature.

Contributions

- Your contributions should not just comprise your opinion. You should justify statements by referencing the literature.
- Read the Wikipedia standards for contributions:
[https://en.wikipedia.org/wiki/Wikipedia:Contributing_to_Wikipedia#The Wikipedia community.2C standards and principles](https://en.wikipedia.org/wiki/Wikipedia:Contributing_to_Wikipedia#The_Wikipedia_community.2C_standards_and_principles)
- Wikipedia have very high standards you should consider what is there and ensure your work is informed by the standards adopted by wikipedia.

Contributions

- Your contributions need to be: Relevant, Informed, High Quality and Related to Practice.
- **Relevant:** you need to relate to your group's chosen Case Study. You need to consider how your work relates to that of others in the group and to other case studies carried out by other groups.
- **Informed:** your contribution needs to be linked to the literature, it should not be an only an opinion piece. Your work should be supported by reference to the literature.

Contributions ctd

- **High Quality:** To be of High Quality your work needs to be timely in the sense it should have been available for people to comment on and review. It should have been on the in draft form for some time so it can be improved.
- **Relevant to Practice:** you should attempt to relate what you say to the practice of Software Engineering.

Process and Planning

- The group should devise a plan to deliver your overall contribution.
- This should include who is responsible for what content and when draft content is to be delivered on the wiki.
- Deciding on content might take a week. At the first meeting people may want to commit to kinds of contribution without being too specific.
- You should also decide on how to coordinate the group and when you will meet to discuss (I suggest a regular meeting).
- Plans will evolve as you develop your understanding.

Review Process

- One of your wiki pages should be a documented review process. This should include:
 - A process to identify quality issues in contributions.
 - Some way of assessing how coherent the contributions are within the group.
 - Some way of assessing how your contribution relates to those of other groups.
 - How relevant, informed and related to practice your contributions are.

Typical Case Study

- There is **no** typical Case Study. I expect there may be quite a bit of variability because some of the Case Studies might be quite academic while others could be very practically based so the available information may differ considerably.
- At the first meeting you need to decide the kinds of things you will deliver. For example you might decide something like this :
 - **Review process:** 1 person who provides a write up of the the process to be followed in the group.
 - **Internal review:** 1 person following the internal aspects of the review.
 - **External review:** 1 person following the external review process.
 - **Map of the Case Study:** 1 person who provides an overview and map of your work for the reader.
 - **Other contributions:** see the suggestions in the handout.

First Meeting Agenda

- Start populating your “home page” for your group this will carry the main content of the case study and have link to a “management” page where you keep track of the process of developing the case study.
- Decide on a chair for this meeting
- Decide on a secretary who will keep a note of the meeting on the wiki (you need a page for meeting notes) – especially this will keep track of decisions.
- Decide on the person who will be responsible for documenting the process of the group.
- Decide the two people who will be responsible for reviewing the internal and external aspects of your groups contribution.
- Decide on the type of contribution each of the members of the group will make – people will firm up on the specifics over the next week.

Agenda for first Meeting ctd

- Decide on an outline plan for the delivery of the group (especially when your next meeting will take place).
- Discuss the review process and so the process person can make a first go at documenting this on your “home page”
- Ensure everyone commits to starting their page in the next week.
- Make sure notes of the meeting will appear promptly
- Part of the meeting notes should be questions for the course lecturer that will help clarify the process of the practical.