



IN2033: Team Project

Dr Martin Walter

DEMO

REPORTS

Q&A

Starter for 10...

*What is the meaning of the @ symbol?
(think about before computers existed)*

Our Module Charter



Listen respectfully without interrupting



Allow everyone a chance to speak and be mindful of whose being heard and who are not



Engage in respectful discussion with others, even when we disagree



Maintain a professional attitude to attendance and engage with the module



Be mindful of our use of language (both verbal and written) avoiding assumption, prejudice and ableism

Credit to
Dr Sara Heitlinger,
Dr Belen Barros-Pena and
Dr Miranda Melcher

Deliverables and calendar

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	<i>Customer Interviews</i>		<ul style="list-style-type: none">• Inter-team services• Individual Diary		Rescheduled Lecture <i>Reading week</i>
Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
<i>Option</i> for customer review meeting	<ul style="list-style-type: none">• Individual Diary	<i>Option</i> for customer review meeting Special Event		<ul style="list-style-type: none">• Code• Demo• Showcase• Project Reports	<ul style="list-style-type: none">• Individual Report (no lecture)

Topics

- Demo
- Completion Report
- Individual Report

- Q&A
-

Software Demo

(Week 11)

RECAP



Purpose of the Software Demo



Live Demo to show your finished software and have it reviewed and marked



Presenting your software to show that it fulfills the Customer's Needs



Principle audience of the Demo is the Customer

There will be some technical questions as well



You will have the opportunity to see what the other Teams in your Group have done

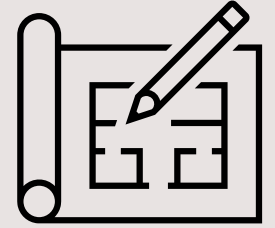
How will the Demo work



- Scheduled by Development Group
 - Each Team in the Group will present their software in turn
 - Review the interconnects to show the data being passed between software
 - The marker, one of the Coaches, will assess each Team's work
 - Each Group session will last 2.5 hours
 - 45 mins for each Team
 - Order: Operations; Marketing; Box Office
 - 15 mins buffer
 - You should receive your feedback during the session and you Team's mark at the end of the session
-

What are we looking for?

Operations



- Manage client details, contracts and invoices
- Create client bookings
- Assign spaces/rooms to bookings
 - Dates and space
- Confirm performance dates/times
- Agree ticket price(s)
- Agree maximum permitted discount
- Communicate upcoming shows and events to other teams

- Confirm value of ticket sales payable to the client and offset on invoice(s)
- Communicate room usage to other teams
- Confirm details of rooms setups required for all bookings (inc. from other teams)
- Confirm needs for wheelchair seats for today's performances
- Prepare daily sheets for operations teams to setup venue

What are we looking for?

Marketing

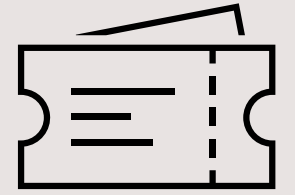


- Mange client details
- Book rooms for clients as required and bill for usage
- Confirm the agreed price for a show's tickets and set seat prices
- Confirm maximum discount for a show and set discounts rates
- Communicate seat prices and discounts
- Schedule film screenings

- Arrange Tours
 - Communicate room usage and needs to other teams
 - Communicate Film and Tour schedule to other teams
 - Mange group booking and communicate to Box Office
 - Update Box Office about customers who are Friends of Lancaster's
-

What are we looking for?

Box Office



- | | |
|--|--|
| <ul style="list-style-type: none">• Manage customer details, including if they are a Friend of Lancaster's• Sell tickets to upcoming shows/films<ul style="list-style-type: none">- Existing customers- New customers- 'Cash sales' (no customer account)• Handle reserved/held seats correctly• Handle discounts for sales | <ul style="list-style-type: none">• List upcoming events• List upcoming meetings<ul style="list-style-type: none">- Direct people to meetings• Handle tickets for collection, including groups bookings• Detail sight-lines<ul style="list-style-type: none">- Restricted and no view seats• Repot sales (inc. to other teams)• Communicate details of wheelchair seats |
|--|--|
-

What are we
looking for? –
General

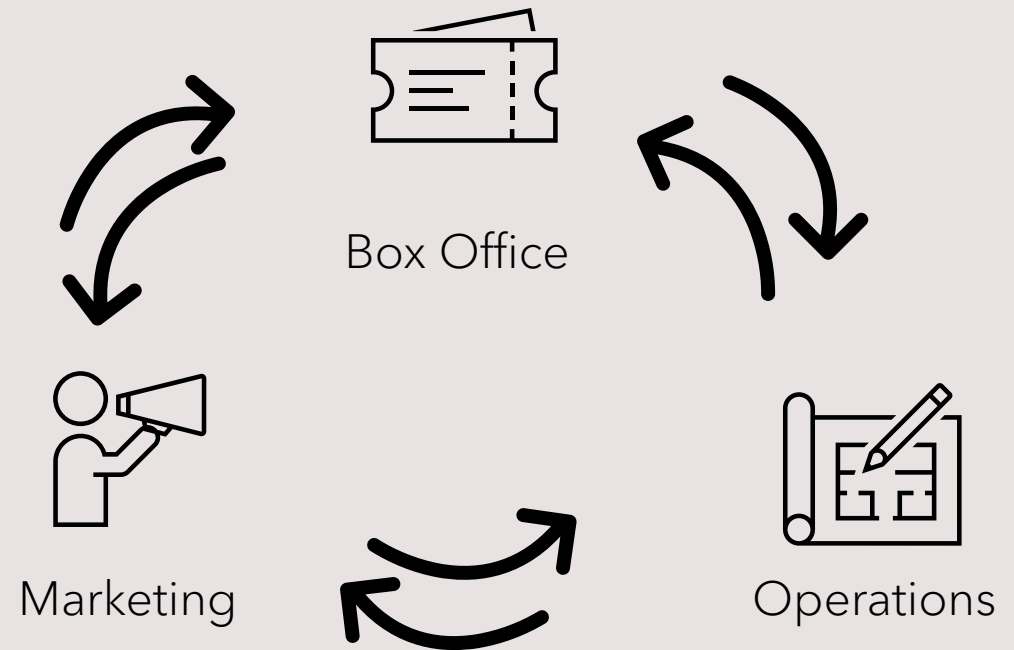


- **Finished software**
 - Not running in an IDE
- General functionality
 - Alerts
 - Backup/restore
 - User managements
 - Printing and saving reports or documents

What are we
looking for? –
General



- Sharing of data
 - Demonstrate data being sent to and received from other teams



What are we
looking for? –
General



- Database capabilities, need to show (via code)
 - Transaction control
 - Concurrency
- Inter-team data (via code)
 - Use of shared interfaces (internal APIs)
 - **No direct database access** to the other team's database

What are we looking for? – GUI



- Appearance of the forms
 - intuitive
 - aesthetically pleasing
 - appropriate UI elements
- Usability and consistency
 - style of forms
 - appearance
 - colour scheme
- Navigation
 - logical and consistent
- Consistency between Teams in Group


What are we
looking for? –
Extras



- Your opportunity to highlight special features you've developed from your exploration of requirements and discussion with the customer
- Clever and/or dynamic features you've added

How to structure?

- Introduce yourselves
- **Briefly** introduce what the customer's needs were and what you've done
- Show the features of your software to the customer
 - Functionality via the software interface
 - Deeper technical points in Database or code
- Summarise
- Invite questions



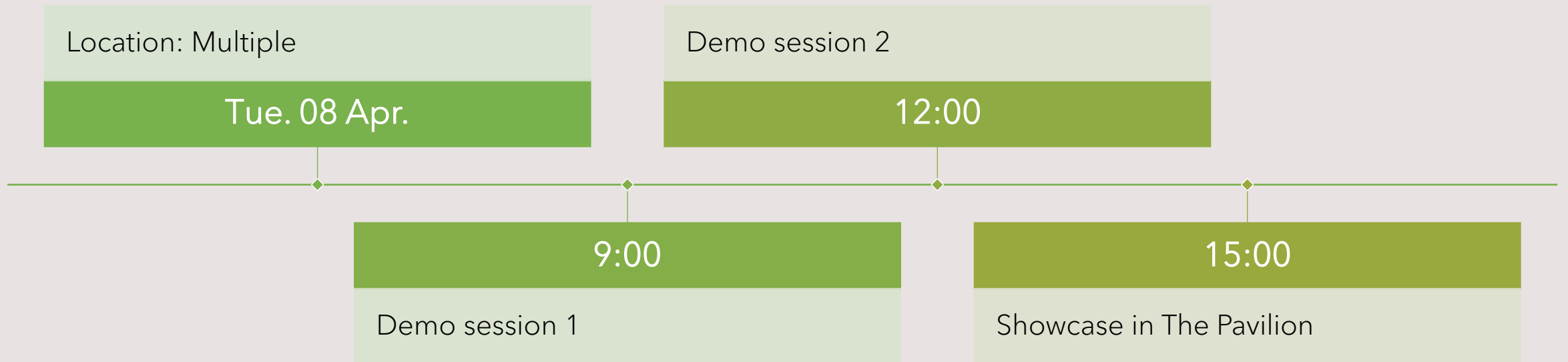
Bulk of your Demo

Plan your time

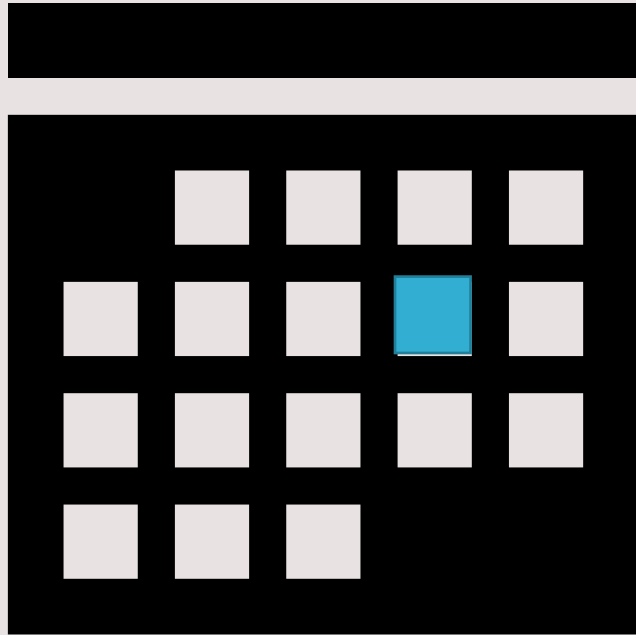


- You have 45 mins
 - How long do you need to show each feature
 - How long will it take to explain and show the technical aspects
 - How long do you need to for the introduction
 - How many questions should you allow for?

Overall schedule for the Demo day



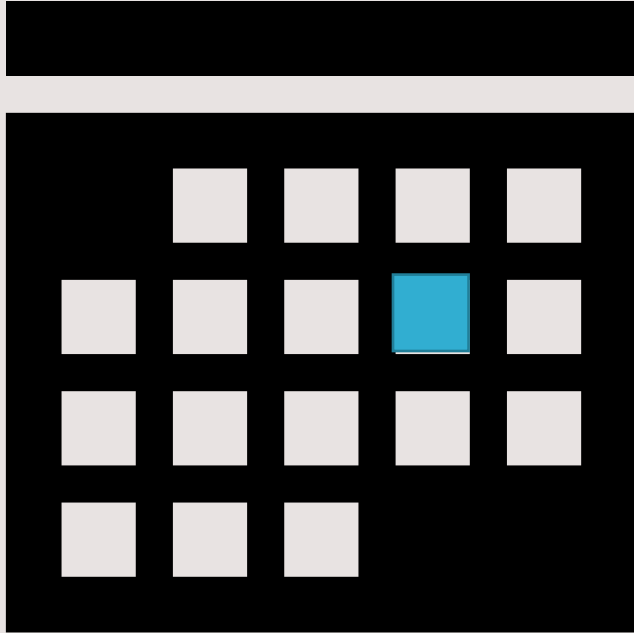
All students are required to attend their Team's Demo and the Showcase



Code Submission (Week 11)

Monday, 7th April 2024 by 23.30

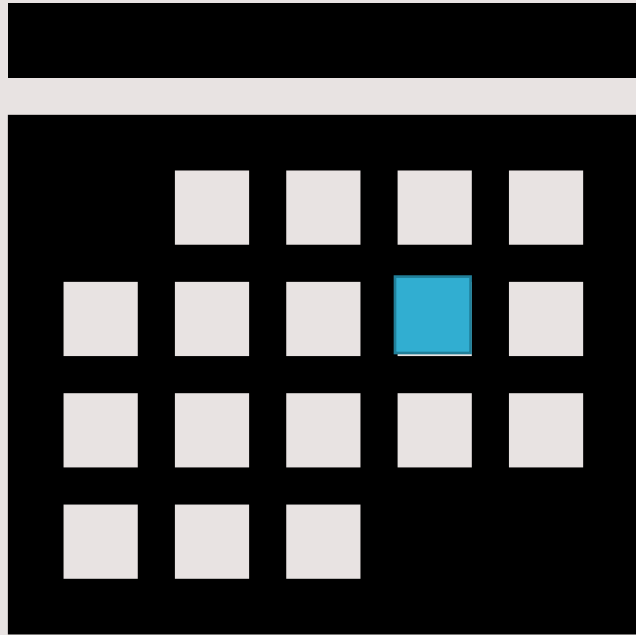
Code submission area



Software Demo (Week 11)

*Tuesday, 8th April 2024
(09.00 or 12.00)*

[See schedule on Moodle](#)



Showcase Event (Week 11)

Tuesday, 8th April 2024 @ 15.00
The Pavilion

Project Completion and Hand-Over Report (Week 11)

WHAT ARE WE
LOOKING FOR?



Completion and Hand-Over Report requirements (Week 11)

- Code documentation (JavaDoc)
(20 marks)
- Supporting documentation of software and data structure, user requirements, testing etc.
(30 marks)
- Project Documents: Risk Register and Lessons Learned
(10 marks)
- User documentation
(30 marks)

- Single submission per team via Moodle in **Microsoft Word format** (.doc or .docx)
- *Separate Moodle submission area for JavaDoc*



Completion and Hand-Over Report general points

- General Document Criteria:
 - Appropriate title, page numbering and version control
 - Introduction, including Purpose & Scope, of the document
 - Use of language appropriate to audience (Coach vs. customer), and Spelling and Grammar
 - Clear layout and structure
 - Appropriate use of graphics and diagrams

(10 marks)

Things to include – supporting documentation

- | | |
|--|--|
| <ul style="list-style-type: none">• You need to explain what your software does and how it works<ul style="list-style-type: none">- List of requirements<ul style="list-style-type: none">• Functional/Non-Functional• User Stories/Use Cases- Database structure<ul style="list-style-type: none">• UML Entity Relationship• Database schema | <ul style="list-style-type: none">- Testing<ul style="list-style-type: none">• Automated tests, e.g. JUnit• Test scrips• Results of tests- Instillation Guide<ul style="list-style-type: none">• Required libraries and versions (including 3rd party) |
|--|--|
-

Things to include – Project Documents

- Final Risk Register (table)

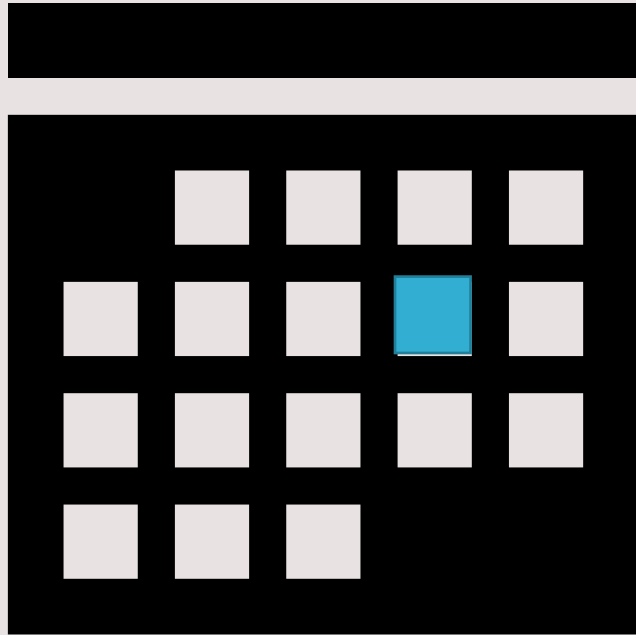
- Risk ID
- Risk Description
- Current Risk
 - Likelihood (**L**) 1-5
 - Impact (**I**) 1-5
 - Severity (**L x I**)
- Owner
- Date Raised
- Mitigation Strategies
- Residual Risk
 - Likelihood (**L**) 1-5
 - Impact (**I**) 1-5
 - Severity (**L x I**)

See [week 3](#)

- Lessons Learned

- Identify and question
 - What went right?
 - What went wrong?
 - What could be improved?
- Lessons learned template example
 - Win or Issue
 - Describe what happened
 - What was the impact
 - How does this change future projects
 - **Actions items**
 - Owner
 - Status (open or completed etc.)

See [week 7](#)



Completion and Hand-Over Report (Week 11)

Sunday, 13st April 2024 (by 17.00)

Report submission area
JavaDoc submission area

Individual Report

(Week 13)

WHAT ARE WE
LOOKING FOR?



Purpose of the Individual Report

- An opportunity to reflect and use the principle of Lessons Learned across the whole project
 - Consider how your knowledge and skills have developed both technically and inter-personally
 - Reflect on the preconception you had about teamwork before the project started
 - Have these changed? Why?
 - Review your work and the effort you have made on the project. How were you at estimate the amount of effort required?
 - Consider how your team worked together and what went well and what could have been better (and how you would use this knowledge in the future)
 - Engage in the process of marking your peers, reviewing the effort and input of all team member
-

Individual Report requirements (Week 12 – Moodle)

- Individual reflection on the project. Including what you did, how long you thought it would take and how long it actually took
 - Looking to understand what you did and what you gained from the experience of working as a team

(40 marks)
- Team peer-review, evidence-based constructive assessment about the contribution of all members to the team (including you) towards the work of the project.
 - Rate each member of the team out of 10.

(30 marks)

- Individual Lessons Learned
 - Table of your Lessons

(20 marks)
- **Individual** submission via Moodle in Microsoft Word format (.doc or .docx)



Individual Report general points

- General Document Criteria:
 - Appropriate title, page numbering and version control
 - Introduction, including Purpose & Scope, of the document
 - Use of language appropriate to audience (Coach vs. customer), and Spelling and Grammar
 - Clear layout and structure
 - Appropriate use of graphics and diagrams

(10 marks)

- *Expectation of no more than 10 sides of A4*
-

Individual Report – Peer Review

- Another opportunity to engage in the process of marking your peers, reviewing the effort and input of all team member
 - For each member of your team (including yourself), provide
 - Professional, constructive, critical peer-review of the work on the project as a whole
 - We are assessing effort and engagement
 - Remember students within each group have different levels of knowledge
 - Expectation is all member will full contribute to the project to the **best of their ability**
 - Contribution score out of 10
 - 0: No contribution at all
 - 10: full contribution
 - In a well functioning team, all members would have contributed equally and would all get 10
-

Individual Report – Peer Review

10

Student 1

Contributed to all elements of the project and engaged with the team

7

Student 2

Turned up to meetings and did what was asked of them, but sometimes had to be chased to finish work

3

Student 3

Only turned up for the first few weeks, helped to develop the initial requirements but did not contribute beyond this

0

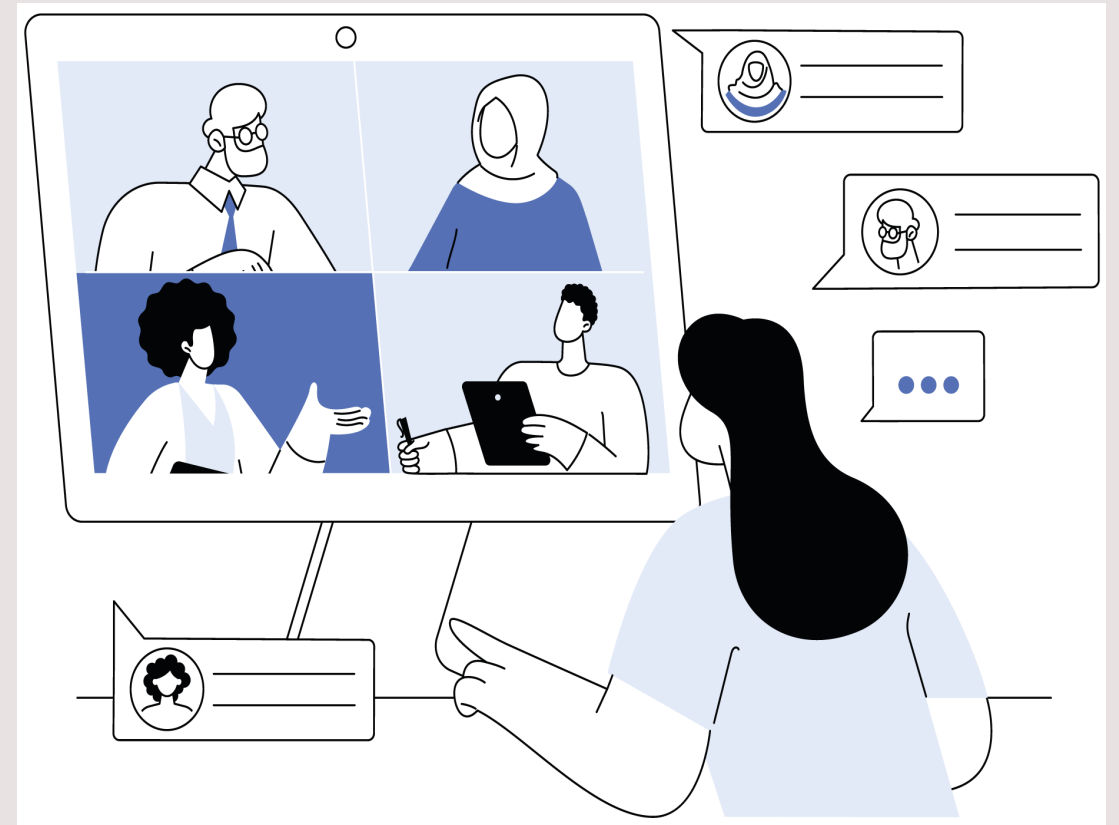
Student 4

Never turned up and was not contactable
Turned up but did no work



Individual Report – Peer Review

- Remember
 - Each member of the team has a
 - Core role
 - Secondary role
 - Not all members are expected to develop code
 - Non-technical work, such as preparing test scripts, diagram and reports is very valuable work
 - Members are expected to undertake work outside of their roles to support the team



How do we use the Peer Review

- This module is primarily a team project
- You have some individual components, these marks are 'yours' already
- Team marks need to be attributed to the members of the team

*Final Mark =
Individual Component Marks
+ Team Component Marks*

- Not all members of a team contribute
- Students should not unfairly benefit from the work of others or be adversely impacted by others lack of contribution

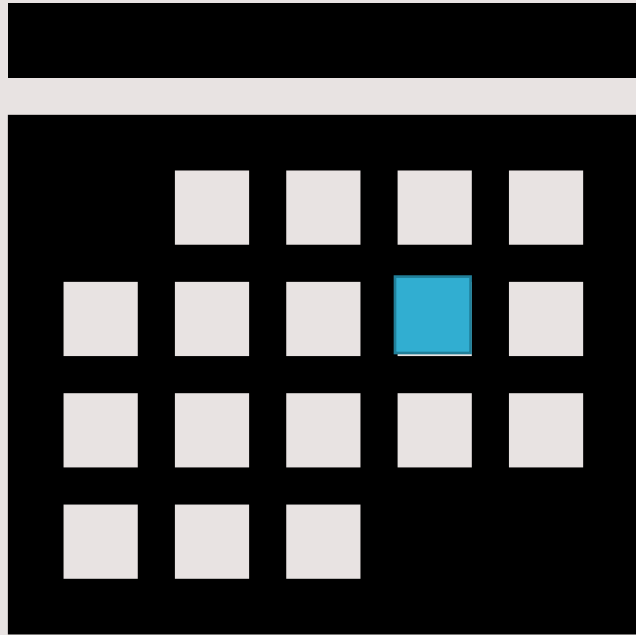
*Final Mark =
Individual Component Marks
+ (Team Component Marks *
Contribution Coefficient)*

How do we use the Peer Review

- ***Contribution Coefficient*** for each member of the team is based on the
 - Peer Reviews and contributions scores from the team members' individual reports
 - Coach's observations from meeting etc.
 - Engagement with other module activates
 - Knowledge of the module team



*Final Mark =
Individual Component Marks
+ (Team Component Marks *
ContributionCoefficient)*



Individual Report (Week 12)

Tuesday, 22th April 2025 (by 17.00)

Report submission area

Team Binders and Personal Diaries



'Submission' to Coach

- Please ensure you have completed your binder on your Team's shared site
 - This will provide us with further resources and context during the marking process
 - You need to send your Personal Diary to your Coach, this can be done on [Moodle](#)
 - These will be used to support any claims of a team member's participation or lack thereof
 - There is no mark for these submissions
-

Showcase Event



We are looking to celebrate the software presented by all our teams



Each team will be allocated a space at the event to show their software to the rest of the module and invited guests



Members of the School of Science and Technology will be attending to view and provide feedback on your software

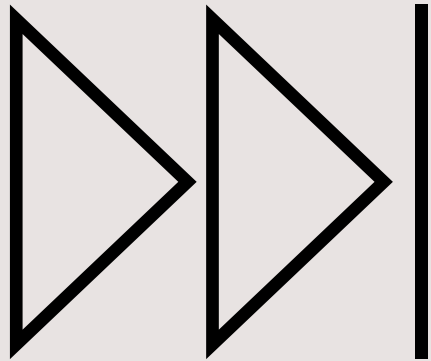
Showcase Event





Q&A session

What to do next



- Prepare for your Demo
- Ensure your code is submitted on time
- Prepare your Project Completion and Hand-Over Report
- Update your Diary
- Start to outline your Individual Report

Feedback and Questions



Thank You!