COM373 – Guidelines for completion of Assignment

12 September 2017

The assignment is a team-based piece of work. Teams should self-select and be of not less than 2 people and not more than 4 people. If you have problems finding someone to work with then email me (fg.wilkie@ulster.ac.uk) and I'll do my best to match you up with others. Teamwork is not easy. It is a real skill to be able to divide a piece of work equally between several people. In thinking about the division of labor for this assignment, consider the following points:

1. At the core of this system you will need to carefully design the data structure/object structure required for storage of information.
2. There will need to be some experimenting to determine how best to handle the user interface for adding/removing Doctor details.
3. The design/construction/structuring of the overall GUI part of the application may be a distinct block of work.
4. The storing-off and reading-back from disk may be a discrete block of work.
5. The use of polymorphism – where would this be achieved?
6. Where can exception handling be incorporated?
7. Getting the system to report periods of non-availability may also be a distinct block?
8. Testing to prove all requirements have been met – who does this and do they need to develop a comprehensive set of tests?

Someone in your team should take the ***coordinator role***. They need to submit the list of initial team member names plus an identification of who is acting as the coordinator (as a pdf) to Blackboard by week 5 (Monday 23rd October) – attach as a solution to this guidelines document in Blackboard.

If anyone proves NOT to be contributing/drops out/comes on board after week 5 but before the hand-in date, then the coordinator needs to email me (fg.wilkie@ulster.ac.uk) with this information AS SOON AS POSSIBLE – don't leave problems to fester – always take action **sooner rather than later**. I expect everyone in the team to meet weekly and if someone is clearly not attending meetings (as a minimum) and not participating in agreed technical activities without an adequate excuse, then I need to know as soon as possible.

When the assignment solution has been created and tested (I don't need explicit evidence of testing, but it is expected to have taken place – that will become clear when you demonstrate your solution in the labs in week 11), then the coordinator or another designated team member needs to submit the solution to Blackboard by the due date and time. Only **one** solution per team should be submitted.

The team coordinator must ensure that I receive either the paper copy of the "Team Declaration form" signed and completed by each team member, declaring their contribution to the team effort, or an emailed electronic copy of the scanned image of this signed form, if that would be more convenient to submit. This should be agreed amongst the team. If I receive any declaration forms showing a 0% effort contribution against a team member, and I have not previously received notification of that person's lack of team engagement, then the mark for the whole team will be reviewed – such would indicate bad overall team management, which is everyone's responsibility.