Kick-off meeting

This is a template you can use to document your kick-off meeting. Please, bear in mind that our purpose is to guide you regarding the contents of the document, not how it looks.

# Cover

This document must have a formal cover in which you must include the title of the document (“Kick-off meeting” might work well in most cases), the name of the project, your name, the date, and a release history. The release history is a table in which you document the version number of the document, when that version was released, the key people who worked on it, and the key changes with respect to the previous version. This document is a minutes document, so it’s not generally expected that the release history be too long.

# Abstract

The abstract provides a 100-150 description of the document.

# Introduction

The introduction must report on the following topics: the description of the project, the overall goal, whatever other information you think might be highlighted here, and a paragraph that describes the structure of the document.

# Workgroup

List the members of your workgroup and let them introduce themselves. It’s strongly recommended that each member should mention his or her name, report a little on his or her background (education and positions), strong points, a weak point and how he or she’s working on improving it, short-, mid-, and long-term plans, and some interesting personal information that he or she wishes to share. Every member of the workgroup must make it explicit his or her goals and his or her commitment to the overall goal of the project.

# Work plan

The work plan must be documented here. Note that it’s generally a good idea to provide a link to the work management system and the artefact management system so that it’s not necessary to update this document every time the work plan changes.

In the previous session, we presented a detailed guideline with the usual tasks of which the work plan is composed. Unfortunately, we won’t be able to illustrate them all during the introduction lesson. In the following list, we highlight the tasks on which you won’t work in this lesson, so you may safely omit them in your work plan.

Task #01 - Attend your lectures

Task #02 - Study your learning materials

Task #03 - Understand your deliverable

Task #04 - Plan and co-ordinate

Task #05 - Create your conceptual model

Task #06 - Create your domain model

Task #07 - Implement your domain model

Task #08 - Check your models alone

Task #09 - Check your models together

Task #10 - Create a PopulateDatabase.xml

Task #11 - Implement persistence model

Task #12 - Check the models alone

Task #13 - Check the models together

Task #14 - Devise a master page

Task #15 - Implement your master page

Task #16 - Check the master page alone

Task #17 - Check the master page together

Task #18 - Implement your converters

Task #19 - Check the converters

Task #20 - Package your requirements

Task #21 - Check the packages alone

Task #22 - Check the packages together

Task #23 - For every package:

Analyse

Design mock-ups

Design algorithms

Implement everything

Test functionality

Merge your branch

Check the master

Task #24 - Optimise the system

Task #25 - Deploy your system

Task #26 - Conduct performance tests

Task #27 - Perform acceptance tests

Task #28 - Demo your deliverable

Task #29 - Package your deliverable

Task #30 - Upload your deliverable

Task #31 - Verify your deliverable

Task #32 - Recap on your work

Task #33 - Have some fun together!

In order not to mess too much around, it’s recommended that you should keep the task numbers above. For instance, create a task called “Task #06 – Create your conceptual models” even if “Task #05 – Create your conceptual model” doesn’t exist in this project.

# Agreement

Every member of the workgroup must sign an agreement that makes it clear what the other members of the workgroup can expect from him or her. The agreement must include the following statements, at least:

[ ] I’m fully committed to earning an (A+|A|B|C)

[ ] I won’t ride my partners’ coattails

[ ] I won’t gobble my partners up

[ ] I won’t leave my workgroup in the lurch

We strongly recommend that you should commit to earning an A+. There’s absolutely no plausible reason for you to earn less than the maximum mark. Many students before you have earned the highest mark. We honestly don’t understand why you should be an exception.

# Conclusions

Summarise the main conclusions that you’ve learnt from the kick-off meeting.

# Bibliography

List key bibliography references that might be useful to understand this document. Don’t forget to reference the bibliography in the text. Typically, the bibliography references are numbered sequentially and their numbers are referenced in the text within brackets.