Capstone Projects
SE 490

Team Formation
Team Commitment Form

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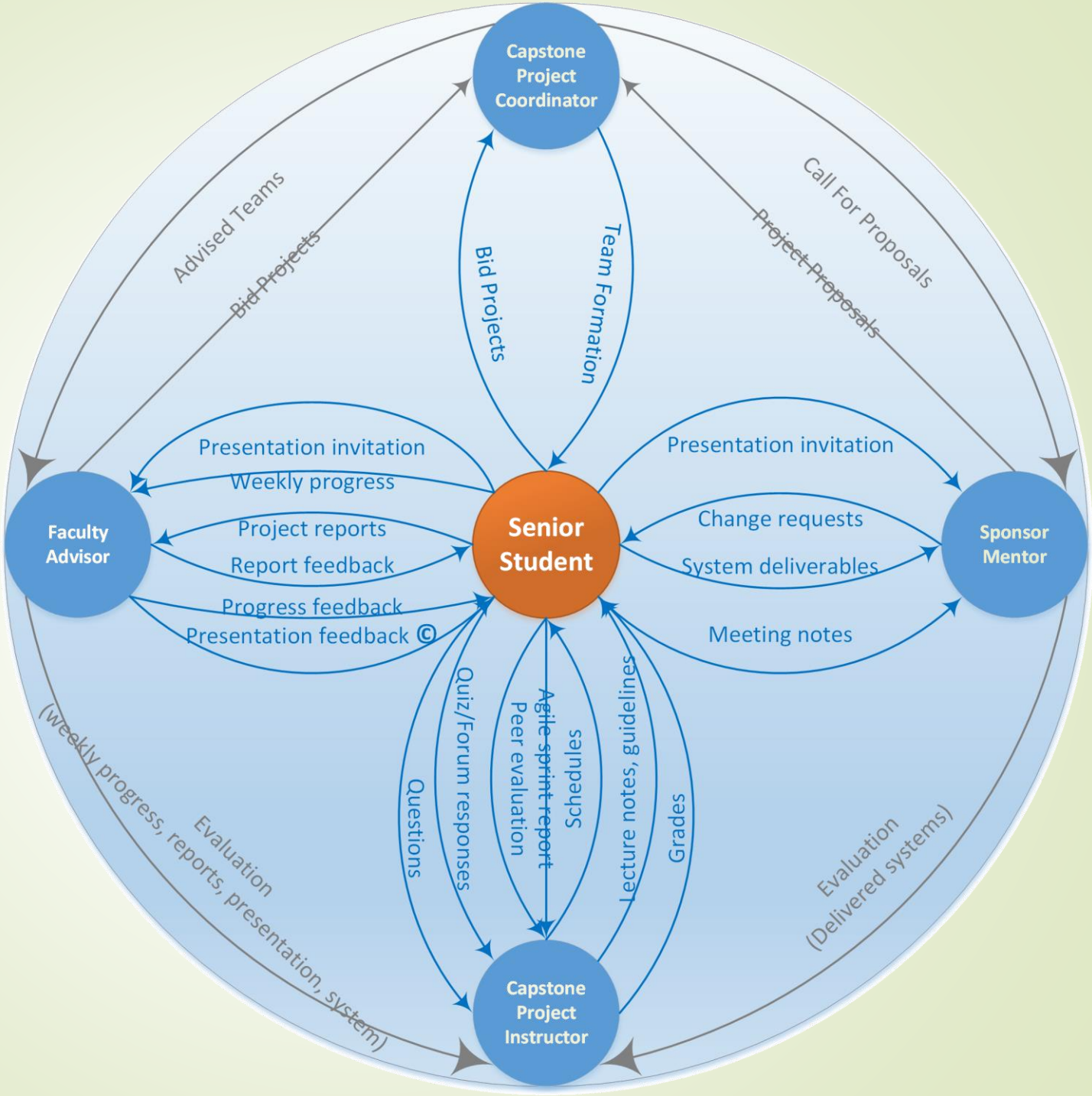
Student-centered Teamwork



Mutual Accountability in Teamwork

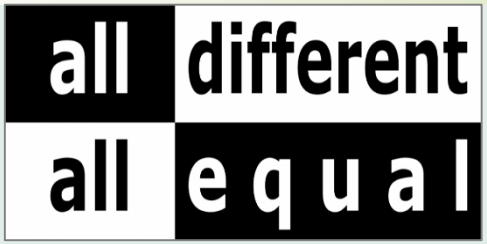
Mutual accountability is a process by which two (or multiple) partners agree to be held responsible for the commitments that they have made to each other

Each commits to achieve the team's goals

Readiness to learn from each other and collaborative attitude have a significant impact on the successful adoption of agile methodology

How to avoid lack of mutual accountability?

1. Define together your team's operating principles
   - Empower teams to remove non-performers
   - Abolish internal monopolies.
2. Be clear about what others expect from you
3. Avoid an atmosphere of 'blame and shame'. When problems occur, focus on the future.



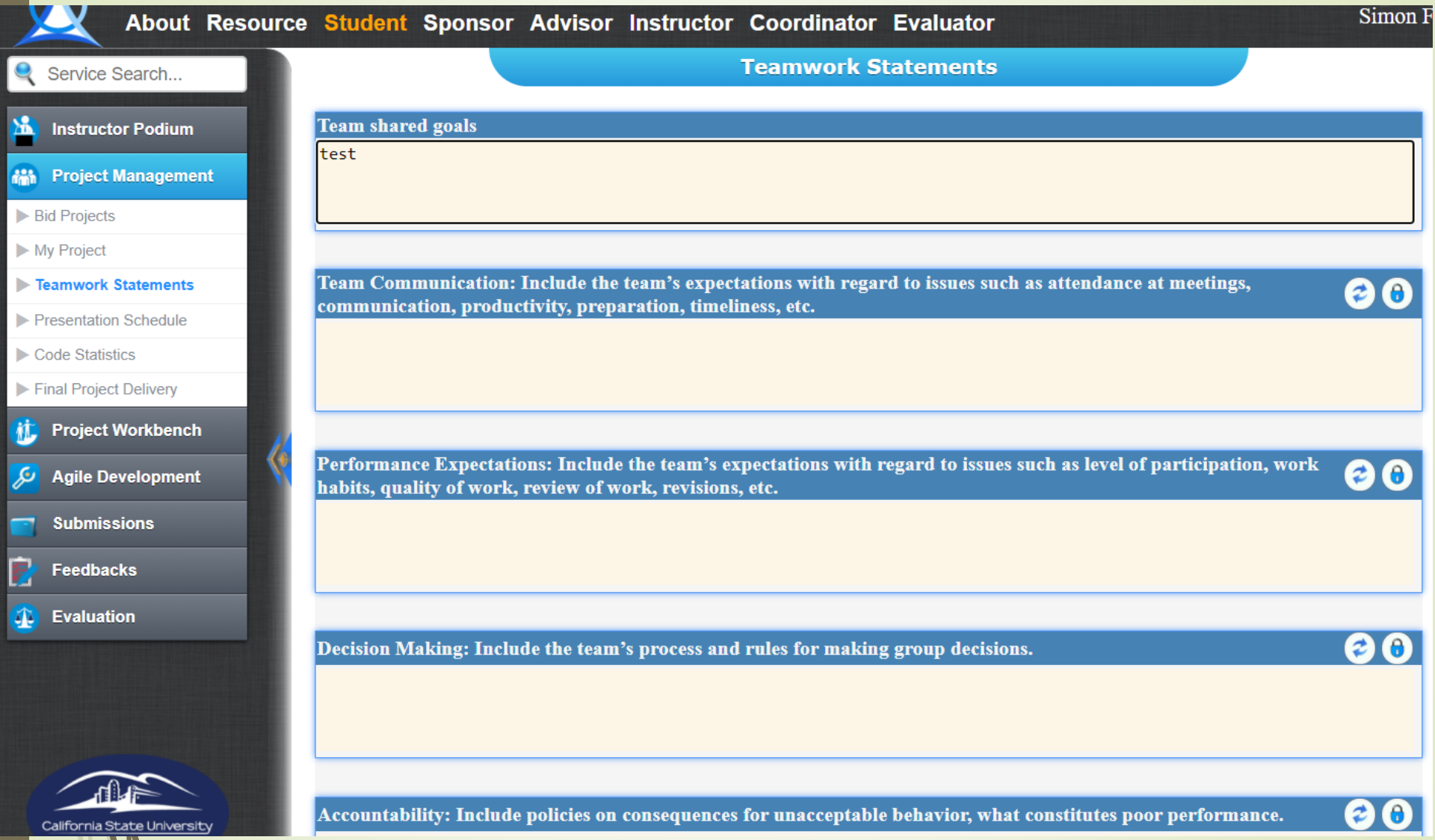
Sorry, I cannot get anything done right…

developing a climate in which people can speak openly, admit to mistakes without fear, and worry more about serving the customer than looking better than a co-worker.

Teamwork Challenges

- How will you assign tasks within the group that represent a fair distribution of the work load and, at the same time, recognize differences in individual strengths and weaknesses?
- How does your group plan on dealing with members who fail to do their fair share?
- How will you guarantee that each individual participates fully in group decisions and activities?
- How will you deal with the differences, non-agreements, and disagreements that arise within the group?
- What process will your group use to reach agreement?
- How will your group ensure that every individual has input, that each opinion will be heard and considered, and that each individual will be respected?

In class Assignment



To do list

1. Initiate Meeting with your Industry Mentor
   a) Understand your sponsor
   b) Schedule When
   c) Prepare for meetings with client
   d) Submit meeting notes on CapStone

2. Work on "Problem Statements"

(1.a) Understand your sponsor

- **Software Providers**
  - Microsoft, IBM, Oracle, VMWare
  - Mentors are likely experienced software engineers
- **Companies with Software Development Groups**
  - QualComm, Hunter Industries, BIOVIA, NG
  - Mentors are either managers, users, or software engineers
- **Software consumers**
  - Mentors are most likely users

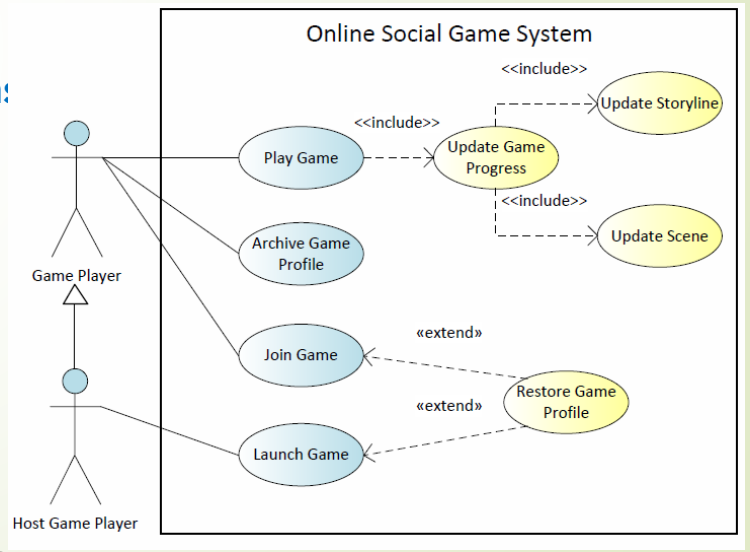
(1.b) Schedule Meetings with Industry Mentor

- Contact by email today, request for scheduling the first brainstorming meetings within this week or early next week
- Schedule regular meeting time for the future

(1.c) Prepare for meetings with client

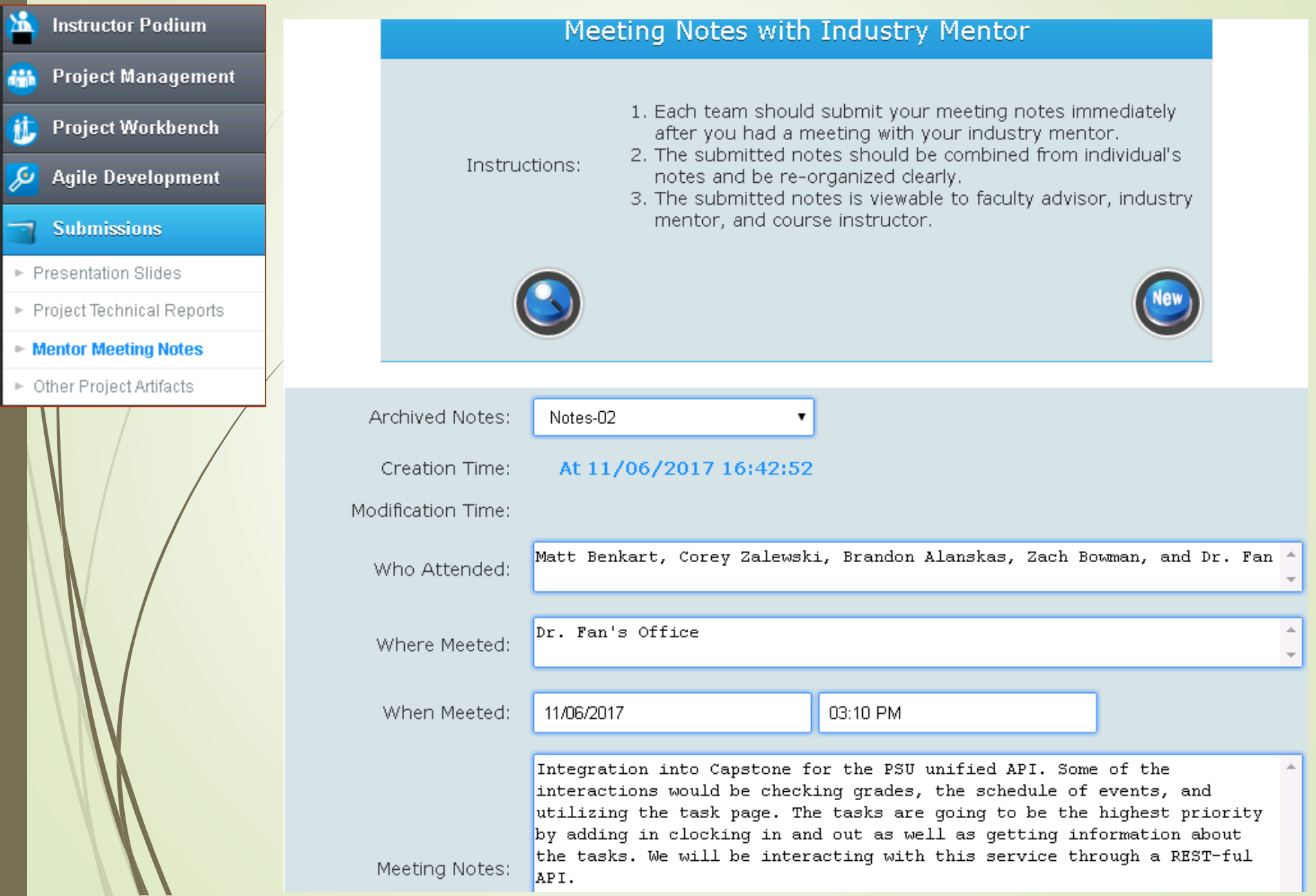
Keep on Track: Purpose? Goals?

- **Clarification**
  - **What's the Domain problem? Do I see what you see?**
  - **Who might be the potential users of the system to be developed?**
  - **Functional Requirements (key features)**
  - **Non-Functional Requirements (mandated constraints)**
  - **System Scope**
    - **Primary or high-priority goals/expectation**
    - **Secondary goals**
  - **Setting up Development Environment**



- Be professional
  - Use words politely and appropriately
  - Invite faculty advisor to attend, if possible
  - Show appreciation to mentor's time and effort (they are NOT paid for sponsoring this project)

(1.d) Keep meeting notes on CapStone



Meeting Notes with Industry Mentor

Select Team: Class2021-Sec-001-Team-004

Archived Notes: Notes-01

Project Name:	Pipeline Pilot AutoML Component
Sponsor:	DS BIOVIA
Industry Mentor:	Ian KERMAN
Team Members:	Xavier Akeem Byrd, Benjamin Jose Gonzalez, Dan P Mendoza
Who Attended:	Dan Mendoza, Xavier Byrd, Ben Gonzalez, Ian Kerman
Where Meeted:	Zoom - Virtual
When Meeted:	09/17/2020 at 02:00 PM

Meeting Notes:

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Project AutoML Pipeline Pilot

Location: Zoom Meeting
Time: 2:00 – 3:00 pm

Attendees:
-       Ben Gonzalez
-       Dan Mendoza
-       Ian Kerman
-       Xavier Byrd

Minutes:
-       Project Background:
o       Pipeline Pilot is an enterprise solution that is designed to simplify
complex data science processes and calculation and output the result via
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Project AutoML Pipeline Pilot

Location: Zoom Meeting
Time: 2:00 – 3:00 pm

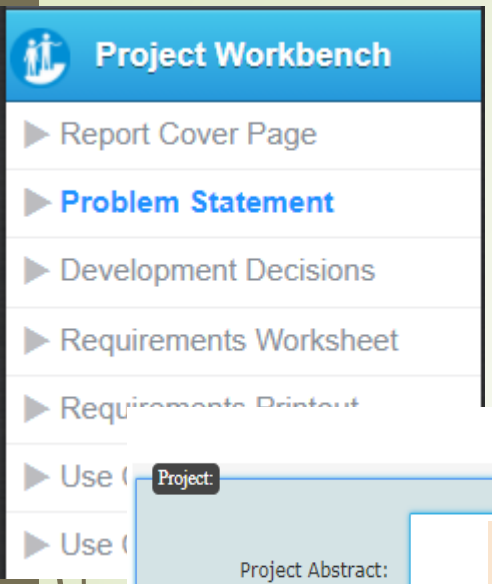
Attendees:
- Ben Gonzalez
- Dan Mendoza
- Ian Kerman
- Xavier Byrd

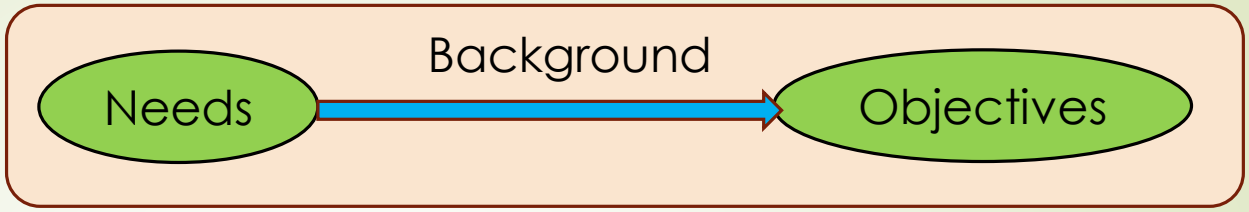
Minutes:
- **Project Background:**
  - Pipeline Pilot is an enterprise solution that is designed to simplify complex data science processes and calculation and output the result via tablature data report or customized graphs.
  - The Pipeline Pilot logic/procedure is constructed via pre-built components or customized ones using other programming languages, such as Python or Java. In addition, it can also import external Packages to build customized components to be used for calculation.
- **Need:**
  - The application needs to build meaningful/useful components that can perform macros/calculation/procedures, specific to Auto Machine Learning, to simplify end user configuration.
- **Goal:**
  - To understand Pipeline Pilot application, built useful and simple to use components that can be used for AutoML procedure.
- **Definition:**
  - Component: it is a program/function that has input and output
  - Pipeline: a series of components
  - Protocol: a cluster of pipelines

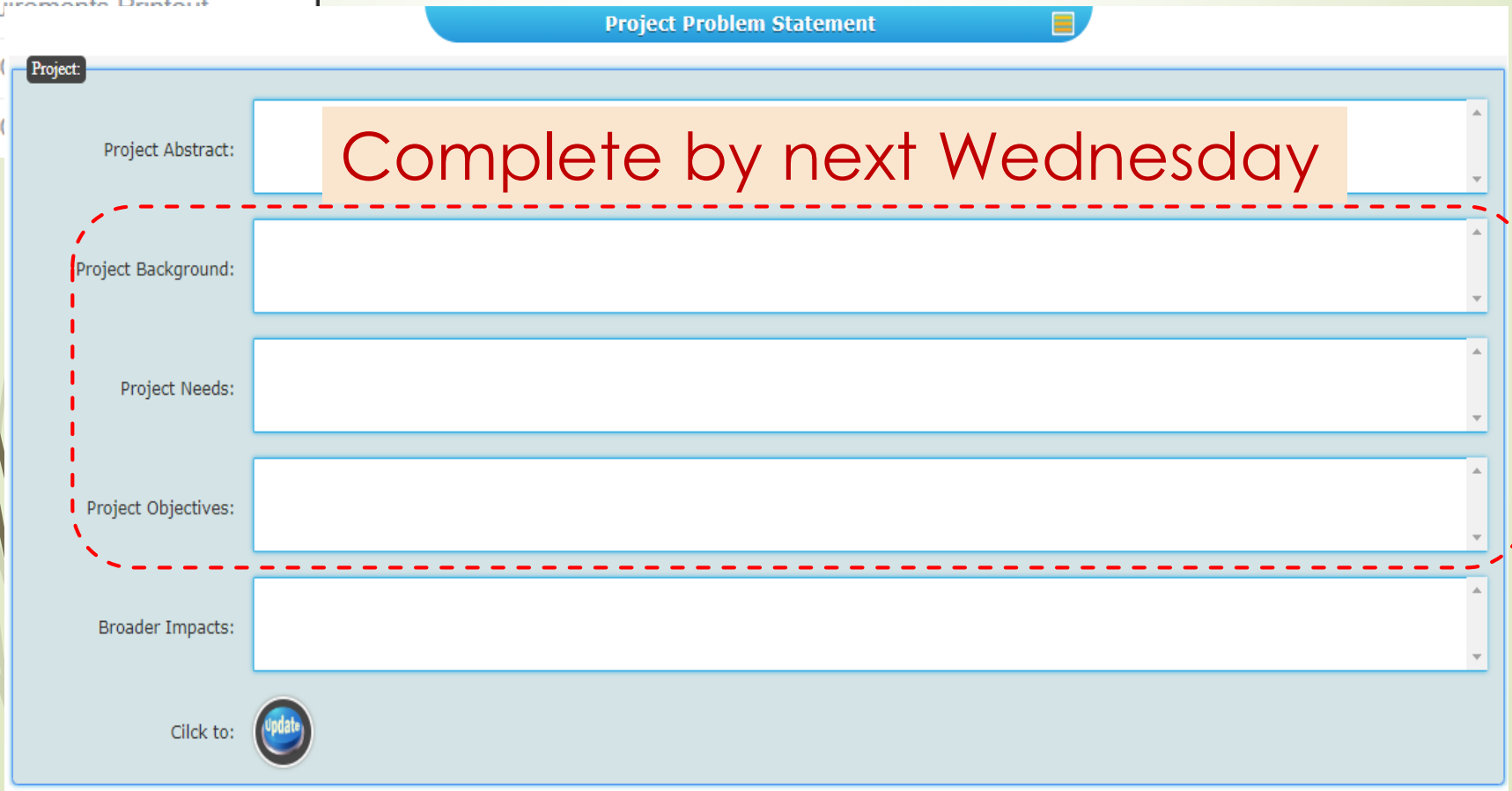
Actions:

Action Description	Action Owner	Due Date
Send Meeting Recording to the team	Ian	9/17/2020
Send Training Material to the team	Ian	9/18/2020
Reach out to management to get server access for the team	Ian	9/24/2020
Review Training Material Part 1	Dan, Ben, and Xavier	9/24/2020

2. Assignment: Work on Problem Statement







3. How to Write a good problem statement

- **Seek inputs from clients**
  - You work with your industry mentor to collect relevant information
  - You apply effective writing skills to organize information
- Use the project proposal as the starting point, prepare relevant questions to ask
  - What is the existing business flow that is pertinent to the new system?
  - Why do you want to develop the new system?
  - Would the new system cause changes to the existing business flow?
  - What are the primary functionalities expected from the new system?
  - What are the secondary functionalities expected from the new system?
  - Who would be the primary users, if the system is in operation?
  - Who would be the secondary users, if any?