CSCI 4440 — Software Design and Documentation
Team Deliverable 1 (document version 1.0)
DUE September 22, 2020

Overview

- This first set of team deliverables is to be completed by your team of **<u>five</u>** and is due by 11:59PM EDT on the due date shown above

- If you do not have a team of five, please email `goldschmidt@gmail.com` (and CC your current team members) to work this out ASAP

- One team member must define your team in Submitty in the Team Deliverable 1 gradeable, then other team members can be invited to join

- Once your team is formed in Submitty, only one of you need submit your final work; **and if submitted late, all group members must use a late day, so plan accordingly**

What to do

For this first set of team deliverables, you will submit your team's work thus far in organizing your team and describing your project. Your submission must be a single well-organized PDF file.

Team logistics

Start with team logistics by including the following details on page 1 of your PDF:

- Team member names (and roles, if determined)

- Your team name (e.g., "The New Avengers")

- Your weekly team meeting schedule in EDT; note that at least two weekly meetings are required, one of which must coincide with one of our mentors or TA (to record attendance and offer assistance)

- A summary of *how* you will run each meeting and where minutes will be recorded and stored (and searchable); in addition, include which Nooks room you will typically meet in (e.g., `G`)

- Related to meeting minutes above, a description of where you will store all of your project work and manage your project; highly recommended is GitHub, GitLab, Bitbucket, SourceForge, etc., for which you should include your project's URL

Project summary

Next, focus on your project by including the following details (in the order shown):

- An executive summary of your project that (in one paragraph) describes your project and why your project is important

- A list of project stakeholders and their specific interests in the project

- A brief statement on the feasibility of your project both in general and within the 10-12 weeks you will work on this project this semester

- The scope of your project, which should indicate what you are *not* planning to build (also include other systems that your system would/could interact with)

- A brief statement on project risks that identifies at least three potential risks of your project

Behavioral requirements

You should have use cases and a variety of requirements identified by now, so specify the following:

- Using a top-down approach, include at least 12 fully dressed use cases for your project; start each use case on a new page and remember to avoid user interface details

Though not required for this deliverable, keep working on requirements for your project (i.e., beyond the use cases), recording them in an organized (and searchable) format, such as a spreadsheet.

What to submit

As noted above, package all of your work into a single PDF file.

Be concise and succinct in your answers. We are certainly not looking for some minimum page count or word count, so avoid "fluff" and document bloat! **Only include what is important.**

For all work in this course, make sure you use a uniform and consistent style and format.

Also, be sure to proofread your work (ideally as a team) before submitting. We will assign grades (and provide feedback) based on the above details and the quality of your writing.

Though not required for this deliverable, feel free to make use of the Center for Global Communication+Design (COMM+D) at `https://info.rpi.edu/comm-d`.