17 November 2014

Memo of understanding within group 6 (as below).

Observer: Prof. Nazim Madhavji

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Today Prof. Madhavji discussed first with Kwan, Ernie and Maclean, Alexander together and then with Cookson, Patrick and Baron, James together, and finally with Kwan, Ernie and Cookson, Patrick together (with Maclean, Alexander and Baron, James needing to leave for their respective commitments, precluding them to join the planned \*foursome\* meeting). The meeting took place after the class at approx. 1.30 PM today.

There are some issues within the group while carrying out Assignment 2 (Design Patterns). The purpose of the meeting was to help resolve any difficulties and to help move forward to carrying out the project.

There are two types of issues that resulted from this meeting today:

(i) bringing a closure to Assignment 2 that has already been submitted.

(ii) plans for moving forward for conducting the group project.

These are described below.

Cheers,

nazim

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For bringing a closure to Assignment 2 (part (i) above), it was agreed that:

(1) Alex and Ernie, together, will examine Assignment 2 in detail and document two things:

(a) their understanding of the technical details of the solution in Assignment 2.

(b) list of technical issues not clear in Assignment 2 as submitted.

(2) Alex and Ernie will send the document from (1) above to Patrick and James for their analysis.

(3) The deadline for (2) was not discussed but I propose that Alex and Ernie announce this deadline by email to the parties concerned with a copy to Prof. Madhavji. They can consult with James and Patrick for this if necessary but, in the end, the deadline should be done by email.

(4) A suitable meeting date and time will then be set by the two subgroups. Please let Prof. Madhavji know of this date and time. The meeting was agreed to be by Skype.

(5) In the Skype meeting:

* Alex and Ernie will share their understanding concerning the solution in Assignment 2 submitted to James and Patrick.
* James and Patrick will respond to any improvements that they think they can bring to the table on the understanding portrayed by Alex and Ernie.
* Alex and Ernie will take notes of such improvements and other comments made by James and Patrick.
* Estimated duration of the Skype meeting is about two hours. If more time is needed to accomplish the goals of this meeting then it is anticipated that Group 6 members will take \*continue\* till the review is satisfactorily done. I thus recommend that a whole four hour slot be set aside for this meeting and get it done in one sitting.
* A satisfactory outcome is required.

(6) An email will be sent to Prof. Madhavji by one member of Group 6 with a copy to all other members that the meeting objectives have been satisfactorily achieved and will include a synopsis of the skype meeting.

(7) With the above steps satisfactorily carried out, Assignment 2 issue will be closed by Prof. Madhavji by a return acknowledgement email.

IMPORTANT: Since Alex had left the meeting venue while Prof. Madhavji was discussing with James and Patrick, **Alex needs to confirm that the above procedure is acceptable**. If not, then an alternative needs to be proposed agreeable to the parties concerned.

For moving ahead for conducting the group project (part (ii) above), the following was agreed up:

* The **group** (**together**) will set aside (and **explicitly document**) firm “regular meeting” dates and times for the whole project.
* Any member can propose to **change** the established date/time but it must be agreed up by the others.
* There will be 100% presence at ALL project meetings designated as “key”. Presence/absentees will be documented as part of the project documentation.
* Subgroups can meet as desired, e.g., for carrying out certain tasks.
* Meetings can take place face-to-face or by telephone or Skype as agreed up by the group.
* A collaborative project plan will be produced and managed by the Group. Project management software can be used if considered appropriate (e.g., Spreadsheet or MS Project) Example items to include are:
  + Task list
  + Lead-responsible agent for each task.
  + Assist-responsible agent for each task
  + Final delivery date (to the Group) of the results of each task.
  + Intermediate checkpoint dates (before the delivery to the group) for each task.
  + Progress statement at intermediate checkpoints. (This is very useful for early risk assessment and taking appropriate measures)
  + Whether Final delivery has been done or not.
* Assist-responsible agent to review EACH task carried out by the lead and provide feedback to the lead agent.
* Let an agent do what s/he is best at.
* Plan can be changed as deemed appropriate by the Group. Group ownership of the plan so no one agent to run away with the project’s agenda.
* Not to finger-point any member of the group. Rather, finger-point the task and get the group-brains into gear to crack the problem. Let us assume that we all have good intentions but the Almighty will throw hurdles at us. Our job is to get collective thinking into gear and overcome the hurdle as a shared experience.
* Those endowed with specific knowledge and skills (e.g., conceptual, analysis, designing, coding, technical writing, etc.) to share this knowledge and skills with others in the Group. (Let us make this an enjoyable experience for all while doing a good job of the project. We all have to live with the inner-group experience – let it be good!)