Office Hours Project, spring 2016

Meeting: Requirements and Development Team Cross Meeting

3/31/16

1:30 – 2:15 pm

Attended: All of R&PM team; James Gruss from Development team

Note: James notified of meeting same day; was unable to notify other members of dev team.

* CRUD for appointments
* Frezza says teachers won’t see website
* Email teachers?
  + All teachers have Gannon email
  + Accept reject request via email
  + Prof won’t touch system directly
  + Dev work on café system as well?
    - New module
    - For profs to see appointments made by students
    - 1. Email 2. Outlook invite, 3. Invites
    - Note(JG): new idea, out of current scope, low priority, would need to formally change scope.
  + No cancellation of appointments this release
    - Cancellation can be low priority
    - Prof can cancel via email
    - Students cancel via email
  + If we can’t get the data, we’ll have to make fake data
* Waiting list feature (on use case)
  + You request a meeting for a time that is taken, you can be put on waiting list
* Request
  + Preferably an outlook
  + If not, just email
* Approval would just be an email reply
* System won’t know the status of the request
* Low priority, have link in email that the prof will use to accept or reject the meeting and thus update the system. (get back to us on that one)

Questions created 3/22/16 by dev team, asked and answered on 3/31/16

Questions for requirements team

* Who enters a faculty member’s office hours each semester, when do they do it, and if the hours needed updated (ie office hours change), are they updated in a timely manner in the cafe system and who makes these updates?
  + Are faculty required to update their office hours if they change?
  + Is it the case that faculty can change their office hours permanently (ie for the rest of the semester)? If so, how often does this happen?

Prof goes into café

They don’t change through the semester

If change were to happen, they will be updated into café soon

* Are all office hours stored in the cafe system?
  + Are there any other office hours systems on campus?

Yes, all hours are stored there

* The case of a faculty member temporarily changing his or her office hours seems like a plausible situation. In this case, do faculty currently (or are they required) to update the cafe system to reflect such changes.
  + If not, it seems our system would be displaying incorrect information.
  + Is this a situation that this project should investigate and account for?

Faculty cannot updates

Tang has to agree to update the hours, then goes to dean

Professors need to send request through café system

* It seems there may be an opportunity to use the system we are creating to make permanent and/or temporary changes to office hours
  + This may be out of scope, but, in this development team’s opinion, is worth investigating.

Teachers won’t be touching the system

* Should blocks of time that are currently scheduled as an appointment be marked as such within the system?
  + Should requests in the process of being approved be marked?

When requested should be blocked off.

Meeting conclusion:

* Requirements team needs work breakdowns and schedule
* Dev team needs use cases and finished formal requirements