

CSCI 4485 – Software Engineering

Group Project – Milestone #1

I. Doing the Assignment

You may take the following steps to finish your report:

1. Interview key people involved in the problem. These may include your contacts, plus others with responsibilities related to the feasibility study.
2. Study relevant documents. This may involve reading policy documents, memos, documentation on current systems and new objectives/needs.
3. Complete the customer statement report
4. Document your teamwork and complete the team effort report form

II. What to Hand in

1. Customer Statement Requirement Report (Please fill the documentation template).
2. Meeting minutes (A sample attached)
 - a. Client meeting minutes
 - b. Team meeting minutes
3. Team Report Form (A template attached)

III. Marking Scheme

Marks for this assignment will depend on the following factors:

1. Customer Statement Requirement Report (80%)
3. Meeting minutes (10%)
4. Team Effort Report Form (10%)

Team Effort Report Form

(must be submitted with assignment)

Description of roles and contributions of each team member:





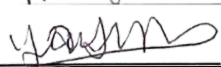
Anthony D'Alessandro: Compilation of meeting minutes, general input on customer statement report, and organization of all Milestone #1 documents (as well as submission)

Pooja Shah: Research on customer statement report as well as organizational contributions

Mouaz Ali: Assistance with timing coordination for things such as upcoming meetings & general input on customer statement report

Yash Maisuria: Compilation & research of customer statement report

Scott Kinnie: General input and organizational contributions on customer statement report & gathered required signatures for Milestone documentation

Name	% of team Effort	Signature
Anthony D'Alessandro	20%	
Pooja Shah	20%	
Scott Kinnie	20%	
Mouaz Ali	20%	
Yash Maisuria	20%	

Date submitted: 2/7/2023