

**Phase 1: Teamwork Plan and Problem Analysis.** Writing the teamwork plan gives you a chance as a team to think about your goals for the project, what challenges you'll face, and what you'll do if things don't go according to plan. Don't waste the chance by treating it as a chore to be dealt with perfunctorily. The team contract should be the result of an open and candid discussion amongst team members about what your individual aspirations and commitments are; if you do this thoughtfully, it will reduce the chance that your project will be derailed by social issues. Your problem analysis should make clear how the minimum viable product will differ from the final product (eg, in the object model).

**Phase 1: Slide Presentation.** It's up to you to decide what to include in your in-class proposal, and how to present it. One approach is to think of the presentation as a pitch, explaining why the problem is important and your solution will be effective, fun, exciting, etc. Another approach is to use the presentation to help clarify some key risks but outlining what problem you're trying to solve and what you think will be the major obstacles. Either way, the presentation should draw on material from other project documents (such as the teamwork plan and the problem analysis). Each team will have about 7 minutes including questions, so we recommend that you prepare 3-5 slides. Try and make your slides fun and informative; avoid bulleted lists, and word the slides carefully to keep text to a minimum. In particular, choose key phrases instead of writing out sentences in full. Use graphics and diagrams rather than text when you can.

## **AGENDA — 11/11/12, 8 p.m.**

### **What our MVP is**

- user accounts (two types - one for users + one for non-profits)
- non-profits can create events
- users can sign up for events
- people can donate to users
- payment

### Next phase:

- notification system - tell people to donate
- user interface

### **Team contract**

#### *Expected level of achievement and effort for each team member*

- We'd like for the project to work (not just barely work) and do well on it
- Something that isn't embarrassing
- We like getting things done early. We have a lot of projects near the end of the semester, so we should set goals that make us get things done earlier.
- Set artificially early deadlines!
- Set milestones in Github

#### *Personal goals for each team member*

- Become a stronger person. Grow as a human being.
- Have a nurturing group environment
- Not get too sleep deprived

### *Frequency, length and location of team meetings*

- Have a start to stop time for each meeting; have a goal for what happens in each meeting
- More frequent for the next week or two with the design things
- Late is fine as long as it's not past 3 a.m.
- Define what you want from each person

### *How quality of work will be maintained*

- Try to read everyone's code
- Mark in commit message if you want someone to look at it

### *How tasks will be assigned, and what to do if deadlines are missed*

- If you can't get something done, tell us earlier
- Assign specific things to everyone

### *How decisions will be made and disagreements resolved*

- Big decisions that affect others: talk to other people
- For decisions that only affect your section, just do it.
- Check your email

### **Things to wireframe**

- organization page
- volunteer page
- event page
- participation page

### **Grading scheme + expectations**

- want features that aren't half-baked
- problem/design analyses like the nominations
- object models... like Daniel Jackson

### **Assignments — First draft done Monday 10 p.m. + make 1-2 slides on the stuff you do**

Purpose and goals - Joanna

Context diagram - Ben

Object model - Cristina

Event model - Joanna

Feature descriptions - Joanna

Security concerns - Ben

Operations - Ben

User interface - Cristina

### **Next meeting:**

**Thursday, November 15, 12:00 p.m.**

**Sunday, November 18, 7:30 p.m.**

**Student Center Athena Cluster Room**