

**ShipIT, An Interoffice Shipping Application**CS633 Software Quality, Testing and Security Management  
**Term Project Rules of Engagement**  
Group #6  
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**What is the scope of this policy? (scope of the term project)**

ShipIT is a lightweight inter-office shipping application that was developed in-house for BigCorp to alleviate problems that were experienced routing packages between departments. ShipIT provides a shipper the ability to register one or more packages for pickup. Inter-office couriers are notified of all pickups with source and destination information. Recipients use ShipIT to confirm receipt. Finally, shipping managers/administrators rely on ShipIT to provide real time information on all packages.

**How the work is divided among folks?**

|  |  |  |
| --- | --- | --- |
| Individual | Role | Primary Responsibilities |
| Steven Hoffman | Team Lead | * Facilitates Meetings * Tracks Actions * Weekly Submissions |
| Brian Calhoun | Senior Developer | * Architecture * Platform Selection * Guides Resolution of Merge Conflicts |
| Alicia Gallagher | Usability Lead | * Creates Wireframes * UX Design |
| Eunjou Kim | Test Expert | * Creates and Executes test cases |
| Carolina Torres | Business Analyst | * Requirements Gathering * Process Modeling/Mapping |

**How often team members meet?**

We plan to meet twice a week.

* Thursdays at 9 pm EST
* Sundays at 2 pm EST

**How the work is reviewed among team members?**

We will communicate during the week via email and have a formal revision of our work during or weekly meetings.

**We plan to communicate using**

* Google Hangouts
* Email
* Pivotal Tracker for project planning
* Google Drive for document sharing

Additional collaboration tools may be investigated as the project progresses.

**How the results are presented and submitted?**

We will designate during the week the team member who will be responsible for submitting the deliverable for the week.

**What are the grading guidelines?**

We have divided the work based on our strengths. All team members have agreed to support each other on all tasks as this term project is team effort where all members will receive the same grade.