2/11/2024

Study Finder

Project created by Jaden Williams, Deyandra Burke, Trinitee Jeffers, Jalen Richburg

Coote, Vanessa

Florida A&m University

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**Demographic Data**

**The Institution**

Founded in 1887, Florida A&M University (FAMU) is a public research university that employs approximately 2,000 faculty and staff and has an undergraduate attendance of 10,000. Its faculty-to-student ratio is 1:16. It offers 40 master's and 30 doctoral degrees in its 5 colleges. FAMU is a historic university and has ranked in the top 50 among the best national universities, both public and private. In 2017, applicant SAT scores averaged 1800 with a G.P.A. of 4.10 and has an acceptance rate of 55% and a freshman retention rate of 89%. The graduation rate is 70% with over 65% of graduates with bachelor's degrees finding jobs paying $45,000 after 4 years.

Florida A&M University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran’s status, genetic information, or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions, and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972.

**Project Meeting Guidelines**

The following are a set of guidelines that a required for each meeting you hold, whether it be with your customers or with your group members.

1. All meetings must have predefined agenda. This should have the intended date of the meeting and all topics to be discussed.
2. Each meeting must be recorded. Recording must be stored for the entirety of the course and made available to me upon request.
3. There should be an official note taker for each meeting. This person is responsible to filling out the attached template of the Meeting Minutes. The meeting minutes should be added to your repository of documents no more than 2 days after the meeting was completed. The facilitator of the meeting will either be the project manager or the person in charge of that specific sprint/goal; they should not be the note taker.
4. Some meetings will require business attire, specifically presentations to your customer.
5. I will request to present in at least 2 -3 of your customer meetings throughout the semester.
6. You should hold official weekly meetings with your team for status update purposes.

|  |  |
| --- | --- |
| Team Meeting | Date02/10/2024Time 2 PMLocation Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: | Jalen Richburg | Type of meeting: | Virtual |
| Facilitator: | Jalen Richburg | Note taker: | Trinitee Jeffers |
| Timekeeper: | Trinitee Jeffers |  |  |

|  |  |
| --- | --- |
| Attendees: | Jalen Richburg  Trinitee Jeffers  Deyandra Burke  Jaden Williams |
| Please read: | N/A |
| Please bring: | N/A |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Milestone 1 | Presenter: | Jalen Richburg |

#### Discussion:

As a group we discussed how we would move through and complete the requirements of milestone 1. We went over the project charter and discussed that as a group. We went through each part of the document and filled it out. Then we went over who would fill out the other documents after the meeting was over.

#### Conclusions:

The project charter document was completed. It was decided that Jaden would complete the team contract. Trinitee would do the SWOT analysis, and Jalen and Deyandra would do the time cost estimates.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Do estimates | Jalen & Deyandra | 2.11.2024 |
| * Do contract | Jaden | 2.11.2024 |
| * Do SWOT analysis | Trinitee | 2.11.2024 |
|  |  |  |

# Other Information

#### Observers:

N/A

#### Resources:

N/A

#### Special notes:

N/A

**Cost Estimate**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WBS Categories** | **Approx. Time(hr)** | **Cost/hr** | **Total** | **Non-labor** | **Total Cost** |
| 1. Initiating | 20 | $50 | $1000 | $0 | $1000 |
| 2. Analysis | 80 | $50 | $4000 | $0 | $4000 |
| 3. Design |  |  |  |  |  |
| 3.1 User Interface | 60 | $50 | $3000 | $1000 | $4000 |
| 3.2 Database Design | 40 | $50 | $2000 | $1000 | $3000 |
| 4. Development |  |  |  |  |  |
| 4.1 Frontend | 120 | $50 | $6000 | $1000 | $7000 |
| 4.2 Backend | 200 | $50 | $10000 | $1000 | $11000 |
| 5. Implementation | 80 | $50 | $4000 | $1000 | $5000 |
| 6. Evaluation | 40 | $50 | $2000 | $0 | $2000 |
| **Subtotal** | - | - | $33600 | $5000 | $38600 |
| **Reserves** | - | - | - | $2000 | $2000 |
| **Total** | - | - | - | $7000 | $45600 |

**Scope and Time Estimate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Time Estimate (in hours)** | **Start Date** | **End Date** |
| 1. Project Management | 450 | 01/28/2024 | 03/24/2024 |
| - 1.1 Project Initiation and Planning | 120 | 01/28/2024 | 02/17/2024 |
| - 1.2 Risk Management | 90 | 02/18/2024 | 03/09/2024 |
| - 1.3 Stakeholder Communication | 120 | 03/10/2024 | 03/29/2024 |
| - 1.4 Project Tracking and Reporting | 120 | 03/30/2024 | 04/18/2024 |
| 2. Requirements Analysis and Planning | 650 | 04/19/2024 | 06/17/2024 |
| - 2.1 Gather Requirements | 150 | 04/19/2024 | 05/08/2024 |
| - 2.2 Define Functionalities and Features | 200 | 05/09/2024 | 05/28/2024 |
| - 2.3 Document Data Storage and Retrieval | 300 | 05/29/2024 | 06/17/2024 |
| 3. System Design and Architecture | 950 | 06/18/2024 | 09/25/2024 |
| - 3.1 Database Design and Development | 300 | 06/18/2024 | 08/06/2024 |
| - 3.2 User Interface Design | 250 | 08/07/2024 | 09/05/2024 |
| - 3.3 Reporting Functionality Design | 200 | 09/06/2024 | 09/25/2024 |
| - 3.4 Security and Compliance Planning | 200 | 09/06/2024 | 09/25/2024 |
| 4. System Development | 1700 | 09/26/2024 | 03/25/2025 |
| - 4.1 Front-end Development | 500 | 09/26/2024 | 11/14/2024 |
| - 4.2 Back-end Development | 600 | 11/15/2024 | 01/13/2025 |
| - 4.3 Database Implementation | 600 | 01/14/2025 | 03/25/2025 |
| 5. Deployment and Training | 550 | 03/26/2025 | 07/15/2025 |
| - 5.1 Deployment Planning and Execution | 150 | 03/26/2025 | 05/14/2025 |
| - 5.2 End-user Training | 400 | 05/15/2025 | 07/15/2025 |
| 6. Documentation and Transfer | 250 | 07/16/2025 | 09/13/2025 |
| - 6.1 System Documentation | 125 | 07/16/2025 | 08/14/2025 |
| - 6.2 Knowledge Transfer | 125 | 08/15/2025 | 09/13/2025 |
| 7. Post-Implementation Support | 150 | 09/14/2025 | 11/12/2025 |
| - 7.1 Performance Monitoring | 75 | 09/14/2025 | 10/13/2025 |
| - 7.2 Issue Resolution and Support | 75 | 10/14/2025 | 11/12/2025 |

SWOT Analysis

Strengths:

1. Innovative Solution: The Study Group Finder offers a unique solution to a common problem faced by university students, enhancing their learning experience by facilitating group study sessions.
2. User-Centric Design: The platform is designed with user convenience in mind, allowing students to create or join study groups easily, set meeting details, and share notes, thereby promoting active collaboration.
3. Strategic Alignment: Integration into pre-existing university services ensures seamless adoption and utilization among students, enhancing its accessibility and potential impact.
4. Improvement in Academic Performance: By providing additional support through study groups, the platform aims to improve overall university GPAs and student retention rates, demonstrating its potential for positive outcomes.

Weaknesses:

1. Initial Adoption Challenges: Convincing students to embrace the platform initially may pose a challenge, especially if they are accustomed to traditional study methods or hesitant to join new digital platforms.
2. Technical Dependence: The effectiveness of the platform relies heavily on its technical functionality. Any technical glitches or downtime could impede user experience and undermine trust in the system.
3. Sustainability of Engagement: Maintaining long-term student engagement and participation may prove challenging, as sustained interest and activity are crucial for the success of study groups.
4. Privacy Concerns: Users may have apprehensions about sharing personal information or study materials on the platform, necessitating robust privacy measures to ensure data security and user confidentiality.

Opportunities:

1. Expansion Potential: If successful at Florida A&M University, the Study Group Finder could be scaled to other educational institutions, broadening its reach and impact.
2. Integration with Learning Management Systems: Collaborating with existing learning management systems could enhance the platform's accessibility and streamline its integration into students' academic workflows.
3. Faculty Engagement: Partnering with faculty members to endorse or promote the platform could enhance student trust and encourage wider adoption.
4. Continuous Improvement: Regular feedback from users can be leveraged to refine and enhance the platform's features, ensuring its relevance and effectiveness over time.

Threats:

1. Competition from Alternative Services: The platform may face competition from alternative study group solutions or similar digital learning tools, which could divert users' attention and impact its market share.
2. Budgetary Constraints: Limited financial resources could hinder the platform's development, maintenance, and marketing efforts, potentially limiting its growth and sustainability.
3. Resistance to Change: Some students and faculty may resist adopting new technologies or changing their study habits, posing a barrier to widespread adoption and usage.
4. Data Security Risks: Inadequate measures to protect user data could lead to breaches or unauthorized access, damaging the platform's reputation and trustworthiness among students and university stakeholders.

**Project Team Contract**

Team Name: \_\_\_\_\_Recursive Rattlers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_02/11/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| Recursive Collaboration goals include assisting the company that we are working with to the best of our ability. This can consist of providing a quality, finished product. We want to become more organized and more productive with our projects as well as increase our efficiency as a team. |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| We expect that all members will be in attendance our meetings and are available for all communication including text, zoom, and in-class meetings. The only reason for missing one of these meetings would be illness, other obligations, etc. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| We can agree to the following:   1. Members must feel comfortable expressing their thoughts openly 2. Team members must be active and participating 3. Objectives must follow S.M.A.R.T guidelines 4. All Team members must follow their designated role 5. Feedback between members must be constructive and descriptive 6. Team members must be present to weekly check ins 7. Plans must be made adaptable 8. Conflicts must be resolved through open dialogue with a mediator provided 9. Members must prioritize tasks and reach a consensus 10. Members must be able to learn and adapt with changing culture |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| Provided that we have set clear expectations, in ability to follow said expectations will result in possible termination from the group. This could include removal from the groupchat, denied entry to meetings, and a lack of a grade. |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Jaden Williams

Team member name

Deyandra Burke

Team member name

Trinitee Jeffers

Team member name

Jalen Richburg

Team member name

# PROJECT CHARTER

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. General Project Information | | | | | | | | |
|  | **Project Name:** | | | **Study Finder** | | | | | |
|  | **Executive Sponsors:** | | | **FAMU** | | | | | |
|  | **Department Sponsor:** | | | **Ms. Vanessa Coote** | | | | | |
|  | **Impact of project:** | | | To help students of FAMU find study groups with students in the same course, regardless of what professor is over the course or the time/ days of the course. | | | | | |
|  | 2. Project Team | | | | | | | | |
|  |  | Name | | | Department | | Telephone | E-mail | |
|  | **Project Manager:** | Jalen Richburg | | |  | | 571-639-9851 | jalenr2004@gmail.com | |
|  | **Team Members:** | Deyandra Burke | | |  | | 561-703-4447 | Deyandra.burke@gmail.com | |
|  |  | Trinitee Jeffers | | |  | | 407-416-3762 | trinitee.jeffers@gmail.com | |
|  |  | Jaden Williams | | |  | | 904-610-3578 | paydenwms9@gmail.com | |
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|  | 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | | | | | |
|  | FAMU institution | | | | | | | | |
|  | Students of Florida A&M | | | | | | | | |
|  | Investors in our app | | | | | | | | |
|  | Faculty and Instructors | | | | | | | | |
|  | Social Organizations on Campus | | | | | | | | |
| 4. Project Scope Statement | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
| Study Group Finder allows Florida A&M students to create and find study groups for their classes on campus. Students can set a meeting location, meeting time, and a student limit. Students can join a study group to see meeting details. When creating a study group, students can add what topics they’re trying to tackle during the meeting and the duration of the study session. During and after a study group, students can upload the notes created during the meeting. | | | | | | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy* | | | | | | | | | |
| More students are passing tests and assignments  The amount of study sessions based on the courses.  Increase classroom instruction quality  Increase productivity with groups and testing | | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)* | | | | | | | | | |
| App  User Manual  Reports that include project updates | | | | | | | | | |
| **Scope** *List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)* | | | | | | | | | |
| It will address a new way for students to study for subjects they may be failing or not able to find assistance from the professor due to limited office hours. I will not address the teaching styles of the different professors of each subject. | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| Project Planning Stage – 2/11  Scheduling and Budgeting – 3/3  Interface Design – 4/7  Data Design and Risk Management – 5/5 | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | The need for the app. | High | | Availability | Low | | Experience from team members | Medium | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | |
| Predetermined budget: The project team may have a fixed budget that restricts their ability to allocate resources beyond the approved amount.  Limited personnel availability: The project team may have a constraint on the number of staff members available, either due to existing commitments or organizational limitations.  Project end date: There may be a strict deadline by which the project must be completed, limiting the team's flexibility in scheduling and resource allocation. | | | | | | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | | | | | | |
| Stakeholder contributions: Success could depend on the involvement and contributions of stakeholders such as clients, customers, or end-users. This could include providing feedback, testing prototypes, or providing access to necessary resources. | | | | | | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | | |
| Executive Sponsor Communication: We will provide project updates, including progress, key milestones achieved, risks, and issues.  Project Team Communication: We will conduct regular team meetings to discuss project progress, upcoming tasks, and challenges. | | | | | | | | | |
| 6. Sign-off | | | | | | | | | |
|  | | | Name | | | Signature | | | Date (MM/DD/YYYY) |
| Executive Sponsor | | | FAMU | | |  | | |  |
| Department Sponsor | | | Ms. Vanessa Coote | | |  | | |  |
| Project Manager | | | Jalen Richburg | | |  | | |  |
| 7. Notes | | | | | | | | | |
| None at this time. | | | | | | | | | |

References:

24.7 Study Together. (n.d.). Retrieved from

<https://www.studytogether.com/how-to-studytogether>

EdApp.  (n.d.). Retrieved from

<https://www.edapp.com/editable-elearning-content-library/>

Slack.  (n.d.). Retrieved from

<https://slack.com/features/channels>