

EECS 448: Software Engineering – Fall 2022

Project part 1: Team name and team member profiles and roles

Due date, points, and deliverables

Due date: Friday, September 9, 11:59 pm

Deliverables: Team name and team member profiles and roles; meeting log

Total points: 30

While we emphasize agile development, students must get exposure to preparing software development artifacts that provide minimal project documentation and serve as a communication medium between the team members. All team members should contribute to and have access to the project artifacts.

1. Doing the work

This is the first artifact of the term project. Choose a name for the team, and provide a short profile for each member (e.g., name, contact information, available times for the team meetings, major, year, relevant courses, programming languages, hobbies, etc.).

Every team member should equally contribute to the technical aspects of the product being developed. In addition to the technical contributions, each member should have a role in the team per classroom discussion. Designate one member as the team administrator who will be the primary project rep or interface and who would be able to provide up-to-date status of team progress. The team administrator will manage the team meetings and will maintain a record (minutes or log) of each meeting (e.g., when, purpose, who attended, etc.).

Other roles were suggested in class, for example, a *quality assurance engineer* (or a technical team leader) responsible for the final quality of each artifact, e.g., technical accuracy, but also uniformity in typesetting (consistency of font sizes, margins, colors), correct spelling and grammatically correct sentences, adhering to the templates, checking for consistency among deliverables, etc.

Team meetings may be in-person or virtual.

It is OK to produce and submit PDF files, but experience shows that maintaining a website for the project artifacts (public or private) will be more efficient.

When a given project artifact is due, provide a link to its website. All previous artifacts should be accessible from the same website. If you decide to submit in PDF, each submission should include

the previous submissions. To maintain consistency, each team must follow the UPEDU templates (placed on the Canvas).

2. What to turn in

This artifact should minimally have four pages: A cover page with the team's name, a profile page (it is OK if the profiles exceed one page), a page that describes the role and responsibilities of each team member, and a page with the meeting minutes (or log). The log page will have to be continuously updated every time the team meets.

Creativity opportunity/idea (recommended but not required): develop a simple logo for the team; include team members' photos on the profile page.

3. Grading

Team name and team members' profiles: 10 points

Team members' roles and responsibilities: 10 points

Meeting log: 5 points

Legible content, serious effort, correct English: 5 points

Extra info. In addition to the roles suggested in class, below are some other suggestions you may consider:

Team Member Roles

The following are examples of some traditional roles for team members that you might use, for a team with five members.

1. Project Administrator

The project administrator is responsible for the following:

- a. setting up all meetings of the team
- b. settling team and project disagreements (see procedures further below)
- c. compiling minutes of meetings and progress log entries
- d. posting minutes and log entries to the deliverables website (minutes are required each week)
- e. managing meetings
 - calling meeting to order, setting meeting agenda
 - organizing next meeting (best to do at beginning of meeting)
 - conducting, and dismissing meeting
 - working on project deliverables
- f. is the only one who can bring a personnel issue to professor (usually costs points)

2. Project Leader The project leader is responsible for the following:

- a. compiling "original project deliverables" which has been accomplished by all team members.
- b. directing the project, and therefore leading the project portion of meetings
- c. reporting to the professor project technical issues not resolvable within the team

3. Technical Leader (without this member, the duties fall on the Project Leader)

The technical leader is responsible for the following:

- a. Publishing project deliverables on the web

4. Data Administrator

The data administrator is responsible for the following:

- a. getting ready (in final form) all "project deliverables", with the help of the team, prior to publication
- b. checking for consistency of deliverables

5. Assistant Project Leader

The assistant project leader is responsible for the following:

- a. helping the project leader with his/her duties
- b. aiding in the compilation of deliverables

Adapted by T.P. Baker from original by Dr. Sara Stoecklin. \$Id: TeamInstructions.html,v 1.2 2010/09/19 22:29:17 baker Exp baker \$
