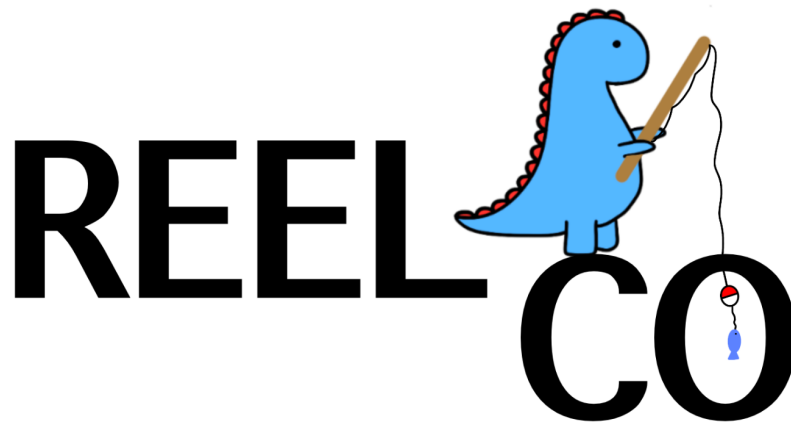# EECS 448 Product Management

Team Name: REEL CO

Emmy Richardson, Libby Miller
Elise Lovell, Ron Heminway
Olivia Romig, & Claire Thompson

TEAM PROFILES

Libby Miller
Contact: libbymiller@ku.edu
Availability:
>Monday's: 6:00 pm and later
>Tuesday's and Thursday's: 12:30 -2:30 pm, 4:00 pm and later
>Wednesday's: 11:00 am - 2:00 pm, 4:00 pm and later
>Friday's: unavailable
>Saturday's and Sunday's anytime.

Computer Science major – Junior (2024)
Relevant Coursework: EECS 168, 210, 268, 348, currently enrolled in EECS 388, 510, 563
Programming Languages/Libraries: C++, Javascript, HTML, CSS, React, basic knowledge of Python

Claire Thompson
Contact: clairethompson@ku.edu
Availability:
>Monday's: 4:30pm and later
>Tuesday's: 12:30pm - 2:30pm, 4:00pm and later
>Wednesday's: 11:00am - 12:30pm, 4:30pm and later
>Thursday's: 12:30pm - 2:30pm, 4:00pm - 6:30pm, 7:30 and later
>Friday's: 4:30pm and later
>Saturday's and Sunday's: available any time

Major: Computer Science - Junior (May 2024)
Relevant Coursework: EECS 210, 268, 368, 388; currently enrolled in EECS 510 & 645
Programming Languages/Libraries: C++, Javascript, HTML, CSS, basic knowledge of C and Python

Olivia Romig
Contact: olivia.romig@ku.edu
Availability:
>Monday's: available anytime
>Tuesday's: 12:30pm - 2:30pm, 4:00pm and later
>Wednesday's: available after 11:00am
>Thursday's: 12:30pm - 2:30pm, 4:00pm - 6:30pm, 7:30 and later
>Friday's: available anytime
>Saturday's and Sunday's: available anytime

Major: Computer Science - Junior (May 2024)
Relevant Coursework: EECS 168, 210, 268, 368, 388; currently enrolled in EECS 510 & 645
Programming Languages/Libraries: C++, Javascript, HTML, CSS, basic knowledge of C and Python

Emmy Richardson

Contact: emmy.richardson@ku.edu

Availability:

      Monday's: available after 1:30

      Tuesday's: 12:30pm - 2:30pm, 4:00pm and later

      Wednesday's: available before 12:00pm and after 4:00pm

      Thursday's: 12:30pm - 2:30pm, 4:00pm - 6:30pm, 7:30 and later

      Friday's: available anytime

      Saturday's and Sunday's: available anytime

Major: Computer Science - Junior (May 2024)

Relevant Coursework: EECS 168, 210, 268, 368, & 388; currently enrolled in EECS 510 & 645

Programming Languages/Libraries: C++, Javascript, HTML, CSS, basic knowledge of C and Python

Elise Lovell

Contact: elisel@ku.edu

Availability:

      Monday: anytime before 10:30am and after 12:30pm

      Tuesday and Thursday: available after 4:00pm

      Wednesday: available after 12:30pm

      Friday: available before 10:30am and from 12:30pm to 7:30pm

      Saturday and Sunday : available anytime

Major: Computer Science - Junior year (May 2024)

Relevant Coursework: EECS 168, 268, 368, 210, 388; currently enrolled in EECS 645 and 510

Programming Languages/Libraries: C++, Java, Python, basic Javascript, Haskell and HTML

Ronald Heminway

Contact: ronald.heminway@ku.edu

Availability:

      Monday: anytime before 1:00pm and after 3:00pm

      Tuesday and Thursday: available after 4:00pm

      Wednesday: available after 3:00pm

      Friday: available after 3:00pm

      Saturday and Sunday : available anytime

Major: Computer Engineering - Junior year (May 2024)

Relevant Coursework: EECS 168, 268, 368, 210, 388; currently enrolled in EECS 645 and 678

Programming Languages/Libraries: C++, C#, Python, Javascript, React, Haskell, CSS, and HTML

ROLES & RESPONSIBILITIES

Team Administrator: Claire Thompson
  Responsible for:
  - Setting up team meetings.
  - Organizing team disagreements.
  - Taking & posting minutes for each team meeting.
  - Managing meetings, including:
    - Organizing an agenda for each meeting
    - Conducting meeting
    - Working on project deliverables
  - Bringing up any personnel issues to the professor.

Product Owner/Utility Developer: Olivia Romig
  Responsible for:
  - Responsible for user stories.
  - Identifies product features and attributes.
  - Represents the users and customers.
  - Review work and help test the product.
  - Working on project deliverables.

Project Lead 1: Emmy Richardson
  Responsible for:
  - Compiling & submitting all project deliverables.
  - Organizing and splitting artifacts between co-project leader.
  - Directing the project & leading the project portion of meetings.
  - Reporting any technical issues (that are not resolvable to the team) to the professor.
  - Working on project deliverables.

Project Lead 2: Elise Lovell
  Responsible for:
  - Compiling & submitting all project deliverables.
  - Organizing and splitting artifacts between co-project leader.
  - Directing the project & leading the project portion of meetings.
  - Reporting any technical issues (that are not resolvable to the team) to the professor.
  - Working on project deliverables.

Technical Leader: Ron Heminway

Responsible for:
- Publishing project deliverables on the deliverables website.
- Ensuring branches work before merging into other branches.
- Managing the project repository.
- Working on project deliverables.

Data Administrator/Quality Assurance Engineer: Libby Miller

Responsible for:
- Finalizing project deliverables, with the help of the team, prior to publication.
- Checking for consistency of deliverables.
- Working on project deliverables.

MEETING NOTES

Team Meeting 9.07
WHEN: Wednesday, September 7th @ 10:00am
PURPOSE: First team meeting, set up
ATTENDANCE: (*every team member*) Claire Thompson, Olivia Romig, Emmy Richardson, Elise Lovell, Ron Heminway, Libby Miller (virtually)

Libby is out with covid at the moment, so we called her so she could be included in our conversation.
Emmy started a GitHub repository and emailed every member of our team a link to it, then sent out invites to each of us to be a collaborator on the repository.
We then brainstormed ideas for team names and decided roles for each person.

TEAM NAME IDEAS:
DinoDevs
REEL CO

ROLES:
Team Administrator: Claire Thompson
Assistant Team Administrator: Olivia Romig
Project Leader: Emmy Richardson
Assistant Project Leader: Elise Lovell
Technical Leader: Ron Heminway
Data Administrator/Quality Assurance Engineer: Libby Miller

Elise then had to leave to go to a class. We have a group chat with all of our members so that we can keep in contact outside of meetings. Elise will also have these meeting notes to reference what we discussed the rest of the meeting.

We discussed which casing we want to use for our project so that everything is uniform. We decided on snake case.

We decided on the team name "REEL CO". I quickly made a logo corresponding to our name.

We also decided on the responsibilities for each of the team members' roles.

We then discussed that each person will work on their member profiles before tomorrow.

We decided on our next meeting, Thursday, September 8, after class.

Then we ended the first meeting.

Team meeting 9.08

WHEN: Thursday, September 8th @ 3:45pm
PURPOSE: Second team meeting, finalize part 1 documents
ATTENDANCE: (*every team member*) Claire Thompson, Olivia Romig, Emmy Richardson, Elise Lovell, Ron Heminway, Libby Miller

We first changed the format of our cover page. We added our team member's names to it and changed the formatting of our team name & header.

We then started to adjust our team roles and responsibilities. We added the following to each person:

- <u>Claire</u>: roles stayed the same.
- <u>Emmy</u>: specified that she will compile *and submit* all project deliverables. Also added Elise as Project Lead 2.
- <u>Olivia</u>: we changed her from Assistant Team Administrator to Product Owner. We discussed which responsibilities she would have as the Product Owner, including providing a user's perspective and representing the customers.
- <u>Elise</u>: we changed her from Assistant Project Lead to Project Lead 2. We did this to avoid any connotation that the Assistant Project Lead would have less responsibilities/work than the main Project Lead. Therefore, we will have both Project Leads work together to manage their tasks.
- <u>Ron</u>: we added 'ensuring branches work before merging into other branches' to his responsibility list. This is just to ensure we avoid any merge conflicts that may arise from having multiple branches.
- <u>Libby</u>: roles stayed the same.

We adjusted the format of this document to make sure each page was uniform.

We each approved the document and ended the meeting @ 4:30 pm.