Form Buster
Milestone 4 Progress Evaluation

Team Members
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Faculty Sponsor
      Dr. Eraldo Ribeiro - eribeiro@cs.fit.edu

Client
      Dr. Philip Chan - Computer Engineering and Sciences at FIT - pkc@cs.fit.edu

Meeting(s) with Faculty Sponsor
      03/18/19 (2:30 PM - 3:00 PM)

Meeting(s) with Client
      03/15/19 (3:00 PM - 4:30 PM)

Progress of Current Milestone

Task	Completion %	Raphael	Grace	McNels	To do
1. Sort forms properly on all pages (Dashboard, My Completed Forms, etc)	100%	33%	33%	33%	None
2. Implement a progress bar as part of the tracking feature	30%	10%	10%	10%	Finish the aesthetic implementation of the bar
3. Implement Drafts	80%	26.6%	26.6%	26.6%	Implement the feature for the new form
4. Implement Co/Prerequisite waiver form	80%	26.6%	26.6%	26.6%	Finish course search algorithm and

					UI for the form.
5. Make poster for showcase	40%	13.3%	13.3%	13.3%	Write up the content
6. Email notifications	80%	26.6%	26.6%	26.6%	Not a priority
7. Implement form due date	0%	0%	0%	0%	Figure out and apply efficient way to determine a student's registration day for each form.

Discussion of each accomplished task (and obstacles) for the current Milestone

❖ **Task 1:** Forms are now sorted in ascending order for the "Dashboard" page of all the users; descending order for the "My Completed Forms" page of Students, Faculty, and Staff; descending order for completed forms while viewing from the Student Coordinator perspective; and ascending order for in-progress forms from the Student Coordinator perspective.
Because the form due date wasn't fully implemented, we decided to not yet implement the forms being sorted by it. If it was implemented, the forms for Faculty and Staff members would be sorted first by due date, and if the dates are equal, by submission date (older forms first).

❖ **Task 2:** McNels first implemented this feature, but after discussing with our Client, Dr. Chan, we decided to remove and do it again from scratch. Because of that, we don't have it yet implemented, but we already have the HTML placeholder for it and thus it shouldn't be difficult to finish. When finished, both Students and Student Coordinators will be able to see the tracking of the forms.

❖ **Task 3:** A student coordinator is now able to start a registration form for a student of their choice. The form sent to the student will be available in the student's draft section of their dashboard. The student may also start a form and save it for later. In either case, the student will then be able to open up the form, see what the form contents are, edit as needed, and choose to delete the form, save again or discard the form. Since our Co/Prerequisite form is not ready yet, the user is not able to make a draft of this form yet, but this feature will use similar functions that are already implemented for the registration form.

- ❖ **Task 4:** This task required refactoring of code, and generalizing of code in order to allow both forms to use similar functions that have already been used for the Registration form. Currently, a user could select the term they would like to register for, and add one course from the results that they would like to add to the Co/Prerequisite form. We still need to implement an algorithm to allow the user to search for a co/prerequisite course which will be independent of the semester, the user will only be able to add up to 2. We will need to also add a text field for the last section of the form, so the user could add a reason. Currently, when we submit the form, hardcoded values are used to show that this form can be added to the database with the new fields. The new form shows up in the students dashboard, the student is able to view the form, view the tracking of the form (which now has the Head of the Department approval waiting). The advisor, head of department and staff can mark the form as approved/declined and the staff can mark as processed/not processed.

- ❖ **Task 5:** In order to make the poster for the showcase, we have to think about the main components of the system and design a graphical representation of it that is easily understood by people that currently do not know about the project. In addition, we have to summarize the purpose of the project in a few words that catch, and at the same time, be comprehensible to a person who wants to know about the system. Therefore, we have figured out what the subtitles will be (and how we will represent the system as a whole. The next step is to write up those sections.

- ❖ **Task 6:** The task took a backseat as it wasn't as pressing as others with regards to what we want to demo at showcase. The implementation is there, however it's not live as this particular way of doing it exposes our API key in the source code on Github.

- ❖ **Task 7:** The form due date feature wasn't implemented because of lack of time. It is also a minor feature compared to other features that were to be implemented in this milestone. However, when the feature is completed, it will work like the following: "All forms sent out will need a due date for faculty and staff to know the priority of a form, we will also use this date to sort the Faculty and Staffs in-progress forms. The due date of forms that depend on registration will be the day that a student can start registration based on if they are freshman, sophomore, etc. Other forms will default to the end of the semester."

Discussion of contribution of each team member to the current Milestone

❖ **Grace:** Worked on the draft feature to allow the student to view a registration form draft that was saved by the student, or that was sent by a student coordinator to that student, and then allows the student to revise (by adding courses, deleting courses) the registration form as needed, submit it, discard the form, or save it again for later use. Also refactored the code, and generalized the code that makes the registration form work, so that I could apply this to the new co/prerequisite form. Started putting together the co/prerequisite form UI. Tested adding hard coded values into the database for the new form, and verified that the form can be properly viewed.

❖ **Raphael:** Worked on the sorting of the forms for Students, Faculty, Staff, and Student Coordinators, in order for them to visualize all the forms according to what page they are in (Dashboard, My Completed Forms, etc). Enhanced the looks for the in-app notifications for Students, making it more appealing to them while at the same time more easier for them to see who have approved/declined their form. Started working on the progress bar feature, since we decided to abandon McNels implementation for aesthetic reasons.

❖ **McNels:** Worked on progress tracker feature and the email feature. I first implemented a tracker, but moved on to construct a different one in order to accomodate for a request for a change in the style. Used an email delivery third-party service (Sendgrid) to distribute emails upon receipt of notifications on the dashboard. Put together a questionnaire to collect feedback about the website from users. Looked into previous projects to see how to make a poster that captures the attention and came up with sections and design consequently.

Plan for the next Milestone

Task	Raphael	Grace	McNels
1. User manual	33.3%	33.3%	33.3%
2. Demo video	33.3%	33.3%	33.3%
3. Create/Retire Form (time-permitting)	33.3%	33.3%	33.3%
4. Conduct user experience survey	33.3%	33.3%	33.3%
5. Complete Co-Prerequisite waiver form	33.3%	33.3%	33.3%

6. Form due date	33.3%	33.3%	33.3%

Discussion of each planned task for the next Milestone

- ❖ Create user manual:
  A manual will be useful in that it will contain instructions on how to properly use the system, for all users. It will also have use cases to facilitate comprehension.

- ❖ Demo video:
  The demo video's goal is to show the main features of the system, similar to commercials for a certain product.

- ❖ Create/Retire Forms:
  This feature will give the opportunity for Staff members to both create new forms and retire old forms. Instead of the Form Buster's team having to code the form, they will be able to create them interactively and by themselves.

- ❖ Conduct user experience survey:
  This survey will provide insight from the users' perspective. Its results will be displayed on the showcase poster. It's an opportunity to get an outside opinion and to see where the system can improve.

- ❖ Complete Co/Prerequisite form:
  This form will allow us to show a tracker with more nodes, and also allows us to implement a form that requires more approvals. Requires a modified course search algorithm for searching for any course, independent of the term. UI needs to be finished, and retrieving user input data from the form needs to be implemented so it can be added to the database.

- ❖ Form due date:
  All forms sent out will need a due date for faculty and staff to know the priority of a form, we will also use this date to sort the faculty and staffs in-progress forms. The due date of forms that depend on registration will be the day that a student can start registration based on if they are freshman, sophomore, etc. Other forms will default to the end of the semester.

Sponsor feedback on each task for the current Milestone

- ❖ <u>Sort forms properly on all pages:</u>
  Approved.

- ❖ <u>Implement a progress bar as part of the tracking feature:</u>
  Use an arrow to indicate the progress flow. Don't need to use labels. Only use gray or green colors.

- ❖ <u>Implement Drafts:</u>
  Great.

- ❖ <u>Implement Co/prequisite form:</u>
  Still need to finish.

- ❖ <u>Make poster for showcase:</u>
  Still need to finish.

- ❖ <u>Email notifications:</u>
  If you guys are not going to demonstrate in showcase, you shouldn't finish implementing.

- ❖ <u>Implement form due date:</u>
  Need to implement that soon.

Sponsor Signature: _____ Date: _____

Sponsor Evaluation

Sponsor: detach and return this page to Dr. Chan (HC 322)

Score (0-10) for each member: circle a score (or circle two adjacent scores for .25 or write down a real number between 0 and 10)

Grace	0	1	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Raphael	0	1	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
McNels	0	1	2	3	4	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10

Sponsor Signature: _____ Date: _____