CS425 Getting Started

DO THESE SOON (not in priority order):…

- Pick a team name
- Pick a project name

- Establish modes and means of communication
- Establish possible meeting time(s)
- Discuss strengths and weaknesses of team-members
  (what will stop the team from functioning?)
- Discuss possible team leadership / organization
  ultimately, one person will assume each of these roles:
  - Team leader / Scrum Master – leads (and/or gets out of the way)
  - Quality Assurance Manager – assures quality; testing plans; etc,
  - Customer Proxy – has the duties of assuming the role of the client when the client is absent; also is primary point of contact for the team

AFTER HAVING SOME TEAM ORGANIZATION …

1. **Contact client** – just one person (customer proxy?). Schedule a meeting. Need to find out
   a. How to communicate (when / how)
   b. Availability
   c. Who else is/should be involved
   d. More about the project (requirements elicitation)

2. **Requirements elicitation** – this will likely take multiple meetings with the client – and will be ongoing
   - In as much detail as necessary, find out what the client wants
     - Who will use the product
     - Where will it be used
     - How will it be used
     - Interfaces with other systems
     - Hardware platform(s)
     - Non-functional requirements
   - **All of this must be documented** – there is a formal form required
     - see D1 handout – due Wednesday 2/10

DON'T DO THIS …

- waste time thinking about the dream team / dream project you are not on
- design a solution or pick a technology before REALLY having requirements