Project Databases

Team Amadeus:

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2015

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| **Group Contract** | | |
| **Project team**  Amadeus | **Programme/ department**  **Information Technologies** | **Project title**  Project Databases |
| **Contact details group members**  1.Shamil  Mob:0631992294  Email:523001@student.inholland.nl  2.Sasmita  Mob: 0639688273  Email: 552301@student.inholland.nl  3.Abraham  Mob:0687245878  Email: 557797@student.inholland.nl  4.Le  Mob:0653873980  Email: 559942@student.inholland.nl  5.Yog  Mob: [Yog]  Email:532407@student.inholland.nl | | **Tutor**  Belinda Kroes  **Project leader**  Shamil  **Archivist**  Sasmita |
| Project assignment   1. **Project goals and required / expected milestones and results (products);**   A project has two purposes: developing competencies which cannot be trained in more constrained modules (Manage, Research, Professionalize) and integrating the other competencies in one case study (the five other competencies.) Therefore, the eductional purpose of this project is twofold:   * Integrating the courses from this year into a real-life case, allowing students to experience the cohesion and interdependency between them. This will be achieved by answering the research question by building an application suiting the purpose of the client. * Learning to apply one specific phase of the research cycle, in this case the phase 'Context and problem analysis.' This will be achieved by specifically having to research the underlying question, interviewing the client once, and figuring out what's already known about the problem.   The competencies are developed in the following learning objectives. After successfully finishing this project, the student can:   * Work in a team to provide a solution to a customer (8.1.5) * Use methods in applied research to solve a practical problem and prove the solution to be correct (7.x) * Create and work with a project plan, using a prestructured research and development structure (5.1.2) * Analyse the needs of the client and translate the results of this analysis to a web-based application (1.1.3) * Design this web application using prescribed methods and technologies (2.1.3) * Implement the design including the database, using prescribed methods and techniques (3.1.2) * Use a version control system to coordinate the work within the team (4.1.1) * Create and maintain basic functional and technical documentation for the application (4.1.2) * Present the solution to the client, both written and orally (6.2.3) * Receive feedback on the results of work and improve by reflecting on this feedback (8.1.2)  1. **Products Assessment**     Questions by the project group:  1.What type of user interface you would like to interact with?  2.Does the instructor has to log in to the system or it's solely based on interaction with students?  3. Shall we add a list of courses or they are already in the database ?  4. Are we using the existing student database or the list is on paper?  5. Can we schedule a test session with IBIS students ?  Answers by the client:  1.       This is a tech question I think... I have no idea. What types of interface are there that I could choose from?  2.       Our administrators have to be able to log in to the system to put the courses, dates and time in it and to retrieve the registration data after registration has closed. Other staff members do not need to go into the system.  3.       We have a list of courses we are offering right now, but the list changes every term. So we need to be able to add (and remove) courses to the system/database at all times. I can provide the list of the current courses that I showed this morning, for you to use in the testing phase. You can find the list in the attachment.  4.       It would be preferable to use the existing student database.  5.       I'm sure we could. I'll arrange for a few students in due time.   1. **Preliminary planning (overall schedule)**   **Week 1**  Project plan - draft  Chapter 1 - Introduction  Kick-off  Writing project plan  Planning and distribution of work  **Week 2**  Project plan - final  Design web pages  Chapter 2 - Context and research question  Interview with client  Defining context  Defining research question  Designing front-end  **Week 3**  Setting up GIT  Creating first database version  Start creating code  **Week 4**  Chapter 4 - Research Design  **Week 5**  Creating final database structure  **Week 6**  Optimizing the database  **Week 7**  Tying up loose ends  Testing and documenting  **Week 8**  Finishing report  ***Week 9***  ***Handing in report on Monday 09:00***  ***Giving presentation***  Process report  incl. hour log | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Contract**  *Weekly meeting schedule*   * Wednesday * *Thursday with Ms Kroes ( time : according to tutor)* \*28th of April Meeting with the client   **Roles and Tasks**   |  |  |  | | --- | --- | --- | | **Week** | **Chairman** | **Secretary** | | 1 | Shamil | Sasmita | | 2 | Yog | Shamil | | 3 | Sasmita | Le | | 4 | Le | Sasmita | | 5 | Abraham | Yog | | 6 | Shamil | Sasmita | | 7 | Le | Shamil |   **Rules and Regulations:**  A. General:   1. Meetings occur at least twice a week, once at the start and once at the end of the week. 2. Everyone will be aware of his responsibilities. 3. Everyone will check his e-mail, text messages and other forms of communication daily. 4. Everyone will contribute to a high quality product to the best of his ability. 5. We will be working together as much as possible to share knowledge and improve results. 6. Everyone has equal right to be heard and make remarks when needed. 7. During meetings there will only be one person talking at any time. 8. Everyone will actively be taking part in the meetings. 9. Cellphones will be on their silent mode during meetings.     B. Project Leader:   1. He is always in direct contact with the tutor 2. He is the way of main way of comunicationg between the tutor and other project members 3. He has to make sure the team is always at the right path 4. He notes down penelties and always in charge of informing the tutor   C. Archivist:   1. He is in charge of updating all documents and he has to make sure that they are clear and in present for all team members 2. He is in charge of providing all the group members with necessary information about git   D. Responsibilities group   1. All group members will be equally responsible for making a good report. They will hold themselves to the planning made by the group. The tasks will be spread in a way that everyone will have an equal workload during every phase of the project. 2. Every team member is equally responsible for performing his task, if the task is performed incorrect or incomplete the responsibility lies with the person that performed the task. 3. If multiple people perform a task, then the responsibility for a complete and correct result is equal for all contributing parties. 4. The model (Template layout) is the standard for how the layout of the report will be. All assignments will have to be made using this model. 5. All of the work that has been made will hold a note mentioning what sources have been used for making that particular assignment. 6. Events such as absence, illness, delay or other possible hinder will be reported to the chairman as soon as possible.   E. Responsibilities chairman:  1. Everyone is responsible for maintaining order, but the chairman will keep order.   1. The chairman is also the team leader during his reign. He is responsible for checking if all tasks have been performed in a proper fashion. When a member is hindered, the chairman is responsible to be sure that the tasks will still be adequately performed. If it is truly not possible for a person to do his task then the chairman will delegate the task to another person or perform it himself. 2. If it is not possible to perform a task in time then the chairman will have to show that all possible steps have been taken to prevent the delay. 3. The chairman will mail the agenda of the next meeting to all team members before 21:00 the day before the meeting. 4. If someone is hindered to be present at a meeting, the chairman will have to relay this message to the rest of the team when necessary. 5. Making reservations for rooms where meetings will occur are the responsibility of the chairman. The chairman can also delegate this task. 6. The chairman will have to check if all tasks are completed within the set timeframe. This will be reviewed within the first meeting of the week. 7. The chairman of the week before will take over all the chairman tasks, when the current chairman is absent.   F. Responsibilities minutes secretary:   1. The minutes secretary will provide an objective, informative and complete documentation of the meeting. 2. The minutes of the meeting will be placed in the correct folder before 19:00 the day of the meeting. 3. The minutes secretary of the week before will take over all the minutes secretary tasks, when the current minutes secretary is absent.   G. Communication and behaviour   1. Keep the communication about the project professional. Communicate about things that have to be documented/ discussed (time of meetings, conflicts, other important notes) via email and when possible in the minutes of the meeting. 2. The team has an access to a shared Git repository which will be used to upload files and exchange information. 3. The team has a WhatsApp chat so that information can be shared and requested in a swift manner and when necessary, comments can be made. 4. Criticize ideas and results and not the person that made the work. When your work is being criticized remember that, you are not. Explain each other why certain remarks are made if that is unclear and do not get into endless discussions.   If such a discussion is looming it is the task of the chairman but also of the other group members to end the discussion.   1. Be aware of the fact that you are working with people that differ from you and may have other perspectives. Do not see conflicts as the imminent result of a partnership. If a conflict is too intense seek the help of your mentor. An open attitude towards each other and a constructive mindset when conflicted are good things to have.   H. Penalty’s and sanctions   1. Giving a penalty and the severity of it are to be discussed with the entire team and, with the exception of the person that is receiving the penalty, votes are to be unanimous. 2. The person that is receiving the penalty will have to be notified before and after the penalty is given. 3. The group has the right to alter the set penalty when there is the need to do so. This has again has to be a unanimous decision. 4. All sanctions and penalties are to be recorded in the meeting. They also have to be send in an e-mail made by the chairman to the receiver of the penalty and to the tutor. 5. Four penalties are reason for being eliminated from the team. This will always happen in consultation with the tutor. 6. The person that breaks any rule always has the right to explain himself and when needed defend himself against penalty’s. 7. Git    1. All gitlogs should be clear    2. Role based distribution should be used(see.Proj Plan)    3. All team members should contribute to keeping their files in order    4. In order to keep work arranged feature branches should be used    5. All team members should work on issue resolution on git repository. 8. Penalty overview:  |  |  | | --- | --- | | **Penalties** | **Rules** | | 1 | - Being unreachable at a critical time  - Being late unannounced - Completing work too late unannounced - Delivering work incorrect or incomplete (to be judged by the group) - When on purpose breaking the agreement or when doing so unintentionally twice. - Behavior seen by the group as unacceptable | | 2 | - Missing a meeting without a proper reason - When not delivering work or very incomplete or very poor quality work (to be judged by the group)  - A lack of commitment (to be judged by the group) | | 3 | - Fraud or deception of the team or any members |  1. Sanctions overview:  |  |  | | --- | --- | | **Penalties** | **Sanction** | | 1 | Warning | | 2 | Warning | | 3 | Notification of behavior and penalty’s to the tutor | | 4 | Elimination from the team | | | | |

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