

Milestone 5 Instructions WS 2020 – Final Demo (over WebEx) and Documents for Grading

05.Feb.2021

Milestone 5 is the final delivery of your project and related documentation and provides basis for grading it (as well as for your e-portfolio). It consists of

1. Demo and presentation of your application to the class (over WebEx) ✓
2. Presentation of your individual source files —
3. Delivery of a full team project documentation called “M5 Folder” – on-line (see below) ←

All members of each team MUST be present for the final demo over WebEx.

Demo will be done over WebEx session – a single WebEx session per teams (time TBD). Prof. Todtenhoefer will create ONE WebEx link for all the demos and will allow screen share for each team member demoing.

NOTES:

- Make hard copies of the M5 folder file for each team member – this is your portfolio (together with your application and GitHub) and is great to have handy during job interview.
- Make sure your demo works at least 3 days after the demo, instructors will do additional testing after your demo.
- A few days after the demo make copy of you GitHub and application code on the server your control to your own GitHub so you can use it as your e-portfolio. Make sure you have GitHub well organized, Milestone 5 deliverables (documentation, your code in GitHub etc.) becomes your portfolio which is very useful for your job search.

Delivery 1: WebEx Demo of your application

There will be one WebEx session for each team. Professor Todtenhoefer will arrange appropriate appointments with each team.

Meeting environment and context:

This presentation is intended to simulate a trade show, where you are featuring your “product” to a captive target audience (citizens, buyers, students, faculty, VC funders, buying managers, SFSU representatives etc.)

We pretend that this is the first time your “company” is presenting. Therefore, the focus of the demo is on usability and showcasing the key functionality of your application, not on the technical details of the implementation. However, at the end of your presentation

slides → to create → for working functionality of website.

please describe what was special in your implementations and outline key challenges you had – this segment should be done verbally, with NO slides.

We recommend the following presentation organization:

Have one person assigned to do the demo who will share the screen. Please select the individuals who present the best. Rehearse your demo (and test it on some neutral laptop) and make sure it is within the time limit (about 20 minutes). In general, be in a “selling” mode.

We suggest this presentation plan for your demo:

1. First introduce yourself and the team
2. Tell us briefly about your application – kind of executive summary (motivation, what it does overall, what is unique, be brief!)
3. Pick up main use cases (see below) and run the demo by following these typical use cases. (Please do not dwell on registration or login processes, we all know how it works. Do not lose time typing in registration information, that is trivial and boring). MUST DO use cases are (don't forget to feature your Fulda University unique functionality):
 - a. User browse and search, contacting the seller
 - b. Show any special function (if you have it) like ordering class books
 - c. User posts the item; you show admin approval (can be done using WorkBench or like – this can be done by other team member); then show that item appears on the list of items on your site
 - d. Seller checks the status via seller dashboard (all items, all messages). Show user sent message, posted items

not done

missing from our functionality.

4. After demo is done, tell us how your team worked and what was hard and challenging and how you addressed. Tell us what you would do differently next time (limit 5 min)

Some important things regarding the presentation “mechanics” and beyond:

- Your demo must run from server and not local laptop – this will be checked and instructors will test your demo the next day
- Test your demo on neutral laptop to make sure instructors can access it for further grading. Use above use cases for testing
- Make sure Prof. Todtenhoefer has your latest credentials since he needs to access your DB and server for grading
- Do not use PPT slides
- Practice the demo including admin approval

Some good advice on presentations:

<http://www.nwlink.com/~donclark/leader/leadpres.html#intro>

Instructors will take notes about your demo and use that for grading as per grading rubrics.

Independent graders may also be present to give class faculty the feedback on your application/product

Delivery 2: Demo and discussion of your individual source code

Right after your demo of the application, Prof. Todtenhoefer will discuss with each team member his/her individual source code. Please upload three source files of your choice (at least one file with code for frontend and one file for backend) before the meeting to a specific GitHub folder. You have 10-15 minutes per person to present your source code.

Delivery 3: Folder with complete project documentation – “Project Documentation - M5 folder” – on-line via your GitHub

Please note that we use this final documentation for grading, both its content and format. Make sure no required section is missing.

It is the responsibility of the team lead or document editor to collect and organize all required documents in GitHub folder called “Project Documentation – M5 Folder team N” and make the final document look professional and well organized. It is also the responsibility of all team members to help. This folder will also be important component of your e-portfolio to show to perspective employers.

This folder has to be complete and ready for grading the day of M5 demo

exact format and content or missing items will reduce the team grade. Each of the sections below can be a separate file (PDF) OR you can put it all in one PDF file (PREFERRED).

1) Cover page

- Title: "Final Project for GDSD Class Fall 2020" ✓
- Team number, ✓
- Name of your application (if any), ✓
- Names and roles of all members with the team lead first (with team lead's e-mail), ✓
- URL of the demo (make it clickable please) → missing
- Date ✓

2) Product summary: Please copy this section from M4 (it is put here again for completeness of M5)

- Name of the product
- Explicit list of ALL major committed functions (your FINAL P1 functions for which you will be graded) your team shall actually deliver (and test for) (you should use plain English and not language used for formal specs, like if you would talk to a customer). This is your FINAL functional commitment. **Present this in a list format, with each item 1 line of text. OK to copy this from M4**
- What is unique in your product (optional)
- URL to your product (please make it clickable)

Length: max 1 page. Write it for wide audience: executives, marketing, customers. (You may copy the text from M4 here)

The list of final functions will be checked on your final delivery for functionality and correct operation as you specified them. Failure to deliver complete list of these committed functions may result in reduced grade.

3) Milestone documents – M1-M4

Contains files for M1, M2, M3 feedback summary report, M4 – for each submit only the last frozen version after all instructor's feedback was incorporated. You do not have to revise them based on changes after they were frozen (e.g., once you made revisions as per instructor comments no need to change them). This way milestone documents are kind of "snapshots in time".

4) Product Screen Shots: Screen Shots of actual final product as shown in the demo, one per page

Section title: "Product Screen Shots" contains copies of all **final** screen shots of your final product (1 per page).

5) Database Organization: Screen shots of key DB tables (1-2 pages)

Show snapshots of all important DB tables such as user table, item table, message table. Make it easy to read and review

6) Google analytics plot for your WWW site (optional, 1 page)

7) Project management:

- a) Screen shot(s) of your project management system (like Trello) showing a snapshot(s) of your project management (show 2-3 screens)
- b) GitHub page showing charts with each team member commit statistics in time

8) Team member self assessment and contributions

This is a collection of e-mails that each team member sends to ALL of their respective team members (so that all team members can see all the mail on this) outlining:

- a) His/her contributions to team project and teamwork (technical and any other) in no more than half a page – list item format is OK.
- b) Number of submissions he/she made to GitHub team Dev. branch
- c) One brief paragraph on main challenges he/she encountered in team project
- d) One brief paragraph on what would he/she do better next time based on what was learned in the class about SE management and processes

Length of all of the above is ½ of a page per team member max.

Submission of Project Documentation M5 folder

This is due the day of the demo. Make sure your team GitHub is well organized, it represents your team!

- 1) In your team GitHub (which you will copy later to your own GitHub so you can have it for a long time) create a folder called “Project Documentation M5 folder Team N” (N is team number). You can put there all your documentation
- 2) In this folder have either a) one PDF document called “Project Documentation M5 folder team N” with sections as below (**preferred**) OR b) separate PDF files

addressing each section above, e.g. with exact titles and file names as outlined below OR.

1. Cover page
 2. Product summary
 3. M1 (keep original file names for milestone documents)
 4. M2
 5. M3 summary report and plans
 6. M4
 7. Product screen shots
 8. DB organization
 9. Google analytics
 10. Project management
 11. Team member self-assessment and contributions
- 3) Send e-mail to Prof. Todtenhoefer and Anthony with subject line: “GDSD Fall 2020 Milestone 5 Team N” with pointer to GitHub folder above

Please follow all the above instructions precisely and fully. Failure to follow or missing sections up will cause penalty points.

Submission is due the day of the demo

Good luck!!!!!!!!!!