Memorandum

To: Alka Harriger, CNIT 25500 Professor

From: The openLibrary team:  
Tai Gunter  
Ethan Madden

Date: April 23, 2013

Subject: Team openLibrary‘s CNIT 25500 Team Project Summary Evaluation

Enclosures: APPENDIX A: Table of Individual Contributions   
APPENDIX B: Testing Instructions (to fully assess Team’s conformance to project requirements, include all access codes, passwords, special links, etc.)  
APPENDIX C: List of Team files (actual files are included with the submission as a zip file)  
APPENDIX D: Final Usability Tests with results and analyses  
APPENDIX E: Client Evaluation/Feedback (using required template. If client sends to Prof. Harriger directly, we will add it in the location of the placeholder you have herein.)  
APPENDIX F: Team's Time Logs

Related: *To be sent under SEPARATE cover:* Individual evaluations from each team member

This report summarizes our experiences in developing an operational C# desktop application for **Chaz Brown**. It also provides information on our individual contributions to various aspects of the project. In addition to the technical aspects of developing and implementing this project, we also learned the following general, valuable lessons:

* .
* .
* .

# Use of Feedback from Each Source

Replace this paragraph with an explanation of the impact of the feedback from several sources. For each source listed below, provide details:

|  |  |
| --- | --- |
| SOURCE | FEEDBACK SUMMARY AND IMPACT ON PROJECT |
| Client |  |
| Users (usability tests) |  |
| Class (peer evaluations) |  |
| Instructor and TA (milestone feedback,  office hours,  presentation feedback) |  |
| Team |  |

# Discussion of Positive Lessons Learned

Replace this paragraph with an overall paragraph description. Minimally, list at least one positive learning experience for the team. Address design issues to better serve the target user’s needs as identified by the client or user feedback. Describe your planning and interaction with the client and each other. Explain the new things that each team member learned to implement all/part of the project.

# Discussion of Suggested Improvements

Replace this paragraph with an overall paragraph description. Minimally, list at least one area for future improvement. It is very appropriate to describe the features that could not be implemented due to the limitations of knowledge, related technology, client literacy, and schedule constraints. Explain what value the improvement(s) could bring to your contact/user/site. Describe additional features that you recommend the client should add before going live with the application. Explain the value each feature would bring to the company/user/application.

# Discussion of Future Implementation

Replace this paragraph with an overall paragraph description. Explain what your company contact plans to do with the project developed by your team. How did you educate your client on the aspects of putting the tool into production for the users?

# Conclusion

Conclude with a summary paragraph. Be sure that all team members sign the header section and initial all attached pages confirming their agreement with the contents of this memo.

APPENDIX A: Individual Contributions

**Individual work contribution percentages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member** | **Total** | **Tai Gunter** | **Ethan Madden** |
| **Milestone reports and related documentation** | 100% | 40% | 60% |
| **Development of specific methods/classes (listed below)** | 100% | 60% | 40% |
| **Usability Testing** | 100% | 35% | 65% |
| **Presentation** | 100% | 50% | 50% |
| **1: DataGridView Implementation** | 100% | 80% | 20% |
| **2: Amazon API Book Lookup** | 100% | 20% | 80% |
| **3: Amazon API Game Lookup** | 100% | 20% | 80% |
| **4: Amazon API Movie Lookup** | 100% | 30% | 70% |
| **5: Amazon API Music Lookup** | 100% | 30% | 70% |
| **6: Music Preview** | 100% | 85% | 15% |
| **7: Instant Search** | 100% | 50% | 50% |
| **8: Email Notifications** | 100% | 30% | 70% |
| **9: Receipt Printing** | 100% | 100% | 0% |
| **10: Auto-Updating Login Menu** | 100% | 100% | 0% |
| **Total Contribution** | 100% |  |  |
| **Total hours on project-related tasks** | XX total man hours | XX | XX |
| **Letter grade based on contribution** | Team grade | X | X |

APPENDIX B: Testing Instructions

A step-by-step list that explains how we can access the team’s project & assess its conformance to project requirements. In the event passwords/access codes/keystrokes/special links/etc. are required, they are provided in the numbered list.

| **Evaluation Criteria** | **Testing**  Describe how we should assess each criterion (may be as simple as listing which step below handles this). Indicate the places in the app where this can be tested | **Developed By**  Explain the role each team member played in achieving this goal |
| --- | --- | --- |
| **Access Instructions** | | |
| * Identify all passwords and special links required to use the application and all of its features. If access for any section is via databases/text files, please indicate the section and where to get the login from. |  |  |
| **Navigation Structure** |  |  |
| **Application design and layout** |  |  |
| **Usage of tools and technologies taught in class.** | | |
| * Using databases to lookup records. |  |  |
| * Using databases to add records. |  |  |
| * Using databases to delete records. |  |  |
| * Using databases to update records. |  |  |
| * Using text files to read data. |  |  |
| * Using text files to write data. |  |  |
| **Additional features not demonstrated in class**  Elaborate on the unique/cool features you added. For each feature, describe the specific needs that the feature addressed for the client. Relate how you implemented the feature(s) and describe the challenge level in its implementation. Did you incorporate the features illustrated in class? Did you research the web and locate sample code? Did you develop the code completely from scratch? Finally, describe the added value it brought to your client/user/application. |  |  |
| **Student-Client communication** |  |  |
| **Project Documentation** |  |  |

1. Testing instructions for demonstrating uniform application
2. Testing instructions for demonstrating reading from text files and exception handling.
3. Testing instructions for demonstrating writing to text files and exception handling.
4. Testing instructions for demonstrating database usage for lookup and exception handling.
5. Testing instructions for demonstrating database usage for add and exception handling.
6. Testing instructions for demonstrating database usage for delete and exception handling.
7. Testing instructions for demonstrating database usage for update and exception handling.
8. Testing instructions for demonstrating collection of user information with appropriate validation.
9. Testing instructions for cool features we added. (Repeat for each feature)

APPENDIX C: List of Team files (all non-graphic files)

A hierarchical listing of all files in the team folder’s directory listings that identifies all files included with the submission

APPENDIX D: Final Usability Tests with results and analyses

APPENDIX E: Client Evaluation/Feedback

Replace with/attach completed form

APPENDIX F: Time Logs

Replace with/attach completed logs