

COS420/520 – Introduction to Software Engineering – Project Policies – Spring 2023

1) Project Teams:

- Students are expected to make a new and original contribution for each deliverable. They also need to update the previous deliverables if they did not receive the full grade (i.e., 100%).
- Students are expected to participate in designing, writing, and implementing the code for an equitable part of the project software for each deliverable.
- Students are expected to help other team members but not tutor them.
- Students are expected to participate in project meetings, timely communication, and equitable project work in all areas including but not limited to brainstorming, specification, design, coding, documentation, software documentation, testing, reviewing, researching, and presenting.
- Students are expected to specify their exact contribution for each deliverable.
- Each team is expected to meet with the instructor monthly to discuss their current challenges and progress. The dates will be announced on Brightspace.

2) Project Presentations:

- Students may only present their *own* work on the presentation and software demo.
 - If a student has no contribution during a deliverable, the student forfeits the presentation and the deliverable.
- Students are expected to give helpful feedback to presenting teams.
- If a team member cannot attend their team's presentation due to an excused absence, s/he should prepare and record the audio for their slides so that the audio is audible on the classroom speaker system or presentation computer.
- Unexpected or unexcused team member absences will be handled on a case-by-case basis and may result in a grade penalty.

3) Project Work:

- Project deliverables must be documented, integrated, and presented in each deliverable.
 - Up to half, credit is given to unintegrated deliverables submitted individually unless unusual circumstances prevail, which will be examined case-by-case.
- The project functionality should correspond as closely as possible to the work reported for the current and past iterations.
- The origins of all artifacts used in the project, but not developed by the project team, should be stated in the project documentation.
 - Artifacts include but are not limited to networking packages, frameworks, open-source software, documentation, multimedia, or hardware.
 - Customized changes made to artifacts must be clearly stated in the documentation.
- Should a team complete a project before the last deliverable, the team should begin another one.
- The team is expected to use Scrum and regularly update a Kanban board, a configuration management site, and an issue-tracking site accessible by the course instructor and reviewers

4) Questions:

- Students are encouraged to ask questions about the project and obtain clarification for any project work from the course instructor to avoid penalties on project work or presentations.