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| MET CSS633 – Distributed Software Development and Management |
| Defect Tracking |
| System Development |

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| Project Team:  Nam Tram  Keith Bennett  Stephen Mulcahy  Ivan Justiniano |  |

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# Project: Defect Tracking System

## Initial Scope Statement

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## Project Team

Team Leader/Project Manager:

Business Analyst Nam Tran

Technical Design/Architect:

Develop: Keith Bennett

## Roles Definition

Team Leader/Project Manager:

Responsible for determining the deliverables and timelines. This role also ensures that the deadline is going to be met. This role also has the authority to resolve conflicts and assigns tasks.

Business Analyst:

This role determines the functional requirements of the project. In other words, what is the "system" supposed to do? What are the requirements/business needs? This role would also be responsible for the testing to ensure that the "system" is functioning as it is supposed to.

Technical Design/Architect:

This role takes the requirements from the BA and comes up with a technical design that will be used in the development of the system.

Developer:

The functional requirements and the technical design and creates the "system".

## Team Meeting Schedule

Primary communication to be via email with a weekly team status update via 30 minute conference call on date yet to be determined.

## Team Working Environment

The team shall use Pivotal Tracker, and has a Project environment, called “Defect Tracking group RO (CSS633 15 1)”. In addition to this the team shall utilize GITHUB for a shared repository of architectural designs and code versions.

In addition to this the main working environment will via email and the use of a team folder, under the Group 1 Discussion Board.

## Team Policies/Procedures/Ettiquette

The project team members are expected to work independently in their roles towards a collaborative goal. Weekly status updates from all team members are expected no later than Monday 8pm EST. If a team member has any questions, needing clarification, or foresees themselves not meeting the weekly expectations, the team member will communicate early with the team and request assistance.

If conflicts arise, the Project Manager has final authority to resolve conflicts and assign tasks.

# Appendix A: Systems Requirements

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# Appendix B: Architectural Designs

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