

On Deck Project Plan

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1. Project Plan Revision History

Date	Author	Description
1-12-2020	kah	Created the initial document.
1-13-2020	kah	Wrote project plan.
1-14-2020	ash	Proofreading, small edits.
1-15-2020	ash	Proofreading, editing.
1-16-2020	kah	Revisions.
1-16-2020	ash	Formatting, created Table of Contents, included meeting summaries.
1-17-2020	lmj	Proofreading, small edits.
1-17-2020	kah	Final review and edits for initial submission.
1-17-2020	mht	Final edits and review for initial submission.
1-20-2020	ash	Added 1-19-2020 and 1-20-2020 meeting summaries
1-21-2020	ash	Fixed some grammar errors
1-22-2020	ash	Added sections 4 and 5
1-23-2020	ash	Edited section 2 based on feedback from Professor Hornof
1-26-2020	ash	Added 1-22-2020 and 1-26-2020 meeting summaries
1-30-2020	ash	Added PERT and Gantt charts to section 4
1-31-2020	ash	Added 1-29-2020 and 1-31-2020 meeting summaries
2-1-2020	ash	Wrote sections 3 and 5
2-02-2020	mht	Added 6.4
2-02-2020	ash	Adjusted page numbers, added all charts to section 4
2-02-2020	mht	Added tasks and minor edits
2-02-2020	lmj	Fixed headings and made minor edits
2-03-2020	lmj	Edited times in section 6.3 and made minor edits
2-03-2020	mht	Edited times in section 6.3 and reviewed accuracy.

2. Initial Project Plan

The *On Deck* development team has decided that for project efficiency it would be best to divide coding tasks among our members as well as designate specific individuals to oversee the completion of another's responsibilities. While our group expects all members will be documenting and writing code for their assigned tasks, we have designated individuals to act as managers for organizational purposes and project efficiency. Kiana and Alyssa will take the lead on documentation, Lily will focus on implementation, and Max will focus on testing. The managers are in charge of monitoring their component and ensuring that it is on track. Beyond the managerial role, our group has divided the mechanisms of *On Deck* into five main modules: file input, file output, queue, GUI, and testing. Alyssa will be coding the file input, Kiana will be coding the file out, Max will designing the queue, Lily will be creating the GUI, and Max and Kiana will work jointly on the testing module since their individual modules will need to be incorporated into the testing module.

Group monitoring, reporting, and decision making will be made at our biweekly meetings. Our group will meet on Sundays at 12:00 pm in Deschutes 100 and Wednesdays at 3:00 pm in PSC B004. At these meetings we will be able to review our progress from the past few days and discuss the next steps to take and tasks to accomplish. Outside of these meetings, we will maintain communication through our iMessage group chat.

Our development team has decided on programming in Python and using a private Github repository for our development.

Our milestones are as follows:

1. Finalizing our initial project plan, SRS, and SDS. Kiana will write up the project plan, Max and Alyssa will write up the SRS, and Kiana and Lily will write up the SDS. Each group member will then review and critique every document.
2. All group members will meet and finalize the design and decide exactly what will be implemented to meet the specifications.
3. All group members will update documentation, focusing on the document that they wrote up (SRS and SDS).
4. Lily will create a simple clickable interface for basic usability. Other group members will contribute as needed.
5. Alyssa will import information.
6. Kiana and Max will create a queue.
7. Alyssa will export the information.
8. All group members will integrate modules.
9. Max will test programs. Other group members will contribute as needed.
10. All group members will finalize the application with a focus on the program's interface.
11. Kiana will finalize and review the documentation.
12. Alyssa will create the presentation.
13. All group members will finalize the presentation and practice presenting.

As mentioned previously, we will be using Github and biweekly meetings for monitoring and reporting. We have created separate branches on Github for each group member. Above those branches, we created a "testing" branch that we merge to when we believe that our individual branches are working correctly. We will then review the testing branch at the beginning of our group meetings to get a verbal agreement from all group members to push the testing branch to the main branch. We will also discuss our progress from the previous few days and what we are each planning on doing for the next few days. We will be updating the Excel sheet that contains our task schedules and tracks our progress throughout the four weeks. Our group will use our iMessage group chat to report progress as well.

Our group decided that the sequence of our build plan will be finalizing our initial documents, the file I/O, the queue, the arrow key input, then the user interface. Our rationale for this build plan is based on what we believe makes sense in terms of temporal order. We have broken them into these parts because we felt that they were the larger milestones. By the end of week 3, 1-25-2020, we plan on integrating the file I/O, queue, and a simple user interface. In the final week, we will be integrating a more complex iteration of the user interface. The official

integration of each step will occur at our group meetings where we will all verbally agree that the integration is ready to occur. The potential risk that we face is underestimating the time it will take to complete our milestones. To reduce the chances of risk, we have group members monitoring their respective components as stated in paragraph one. Having a group member provide some oversight will allow them to quickly become aware when another group member reaches a hurdle and provide assistance as needed.

3. Project Plan Reflection

The *On Deck* development team found our project plan to be highly effective. Our team adhered to all hard deadlines, deliverables, and milestones. Only slack time occurred which was anticipated resulting in the creation of soft deadlines. Additionally, the modules the project was divided into allowed for successful completion of code on an individual level as well as equal contributions from all group members. Finally, the agile team method of structuring our team improved integration and reduced errors since all members understood every mechanism of *On Deck*. All these aspects allowed us to follow our project timeline accordingly from start to finish.

Our team utilized soft and hard deadlines to ensure every member stayed on track and mitigate risk. Every Wednesday there was a soft deadline for work. This means that, by Wednesday, it was expected that each member would make progress on their task and have work to show for it. However, it was acceptable if there were still bugs or errors by the soft deadline. The soft deadline ensured no individual procrastinated on their assignments and every member, at the very least, began thinking about how to best approach their task. Every Sunday was a hard deadline. A hard deadline means the assigned task must be fully completed. This allowed our group to evaluate all completed work during our Sunday meeting and discuss, criticize, or make modifications for further improvement. If a hard deadline was not met the entire project would be delayed. However, since there was a soft deadline on Wednesday we did not encounter this situation proving this method successfully worked as a risk mitigation technique.

The modularity of our project ensured individuals were allowed to successfully work on the project to meet deadlines. The project was divided into five main parts - file input, queue, file output, testing, and GUI.

- Kiana was in charge of the file output which consisted of writing the daily logs and performance summaries. Kiana worked on the Roster class that increments the values in the student roster dictionary and updates the roster to be the updated version. Kiana also worked with Max to create the testing module since both of their modules were needed for this functionality.
- Alyssa was assigned to file input which consisted of parsing a given roster and storing the information. Alyssa was also responsible for writing the application's ability to export the roster, updating the roster without losing information about student's participation, and creating error catching.
- Lily worked on the GUI and integrated the modules to create a fully functional, user friendly application.

- Max was responsible for the queue. This entailed randomizing the students while making sure that a student who has already participated would not appear on deck before another student who has yet to be cold called. Additionally, Max's responsibilities included coordinating the arrow keys to the queue movement and storing the information of students who participated, students who were flagged, and the dates of those interactions.

Our team was structured like an agile team (van Vliet, 2008). This was successful since our team was small and all proficient in writing code as well documentation. As van Vliet describes, this method uses a pilot and a co-pilot and does not have a strict hierarchical structure.

- Alyssa was the pilot for documentation concerning project timelines and task schedules. This ensured maintaining the task schedule, writing meeting summaries, and planning deadlines.
- Kiana was the pilot for technical documentation making sure project technical documents were updated and maintained.
- Max was the pilot for queue functionality and testing the application. This required testing for errors and the randomness of the queue.
- Lily was the pilot for integrating all modules and creating the user interface.

All other members of the group assisted the pilots in their tasks, acting as co-pilots. This allowed everyone in our group to reach levels 2 and 3 of understanding, detaching and fluent respectively (van Vliet, 2008). Since all group members had a solid grasp of the various components of our project, we were able to write code that could be integrated faster. Additionally, since all members of the group reached these deeper levels of understanding, it allowed us to be more proactive to potential logic errors and have a faster response when unforeseen errors did occur, especially during integration.

4. Meeting Summaries

Date	Minute Taker	Description
1-12-2020	kah	<ul style="list-style-type: none"> -Established a management plan, work breakdown schedule, and a private GitHub repository. -Assigned Lily and Kiana to work on the SDS, Max and Alyssa on the SRS, and Kiana on the project plan. -Went over each section of each document as a group and discussed what responses to write. -Decided to finish writing all documentation by the next meeting on 1-15-2020.
1-15-2020	kah	<ul style="list-style-type: none"> -Went over areas of confusion/weakness of the SRS, SDS, and project plan. -In the SRS, Alyssa discussed moving the first paragraph in 2.2 to 2.1, decided as a group to keep it in 2.2 -In the SRS, Max discussed 3.3 Usability Requirements and what specific information that entailed, decided to email Professor Hornof.

1-16-2020	ash	-In the SDS, revised system architecture component diagram -Decided to meet again before submitted on 1-16-2020
		-In the SRS, Alyssa completely rewrote 2.5 and asked for feedback -Discussed how the testing view will occur -Planned out the presentation on 1-17-2020 -Aside from the regular meeting on Sunday, decided to meet again on 1-20-2020
1-19-2020	ash	-Ensured everyone had cloned GitHub repositories -Clarified queue mechanisms -Established four classes: records, queue, testing, and interface -Everyone made some progress writing someone code -Reminded everyone to push to your specific branch (Max messed up and pushed to master, better this mistake was made now than later on) -Discovered mac defaults to python 2, double-checked everyone had python 3.8 and was using that
1-20-2020	mht	-Moved 1-22-2020 meeting from 4:00 pm to 3:00 pm -Divides file IO between Alyssa and Kiana (Alyssa will do parsing and exporting roster, Kiana will do daily logs and performance summary) -Went over bullet points of what will be discussed at the group meeting with Professor Hornof -Discussed techniques of how to answer questions if not confident in answers
1-22-2020	lmj	-Discussed GUI fixes and icons -Discussed more in-depth how users will interact with the application -Planned error checking -Planned testing module -Updated on progress of queue, file input, file output, and GUI
1-26-2020	ash	-Merged branches into testing -Standardized the formatting of dictionaries that is parsed by file input, utilized by queue, and produced by file output -Max explained error with queue when there are less than four names -Integrated with GUI and had some conflicts -Aimed to have all files/functions compatible by 1-29-2020 -Alyssa needs will modify parser to reduce file overwrite and export current roster
1-29-2020	ash	-Conflicts/bugs resolved -Modifications to file input/output completed -Integration with GUI completely successful and application

now working

- Lily needs to create warnings so users are aware that adding new roster will overwrite old roster as well as errors when error catching is working

- Max needs to adjust queue when the roster is updated

- Kiana needs to prepend the daily long instead of append

- Alyssa needs to finalize roster updating function

- Discussed timeline for final documentation and presentation preparation

1-31-2020 ash

- Finalized application

- Alyssa tested the application for bugs and Lily resolved bugs with GUI

- Kiana finished daily log output functionality

- Alyssa had errors with pulling from Testing, Lily helped to resolve this

- Established Alyssa will finish writing the project plan, Kiana will finish writing the design documentation, Lily will finish writing the technical documentation.

- Will wait until Hornof releases Canvas announcement with new expectations about the SRS before making more edits

2-02-2020 ash

- Discussed what work was left of documentation

- Reviewed expectations of the SRS that Professor Hornof released last night

- Everyone reviewed the documentation of their sections of code in the SRS, SDS, and technical documentation

- Improved comments in code for more clarity

- Kiana edited file output to reformat emails

- Merged into Testing

- Discussed presentation outline

5. Task Breakdown Schedule

5.1. PERT Chart

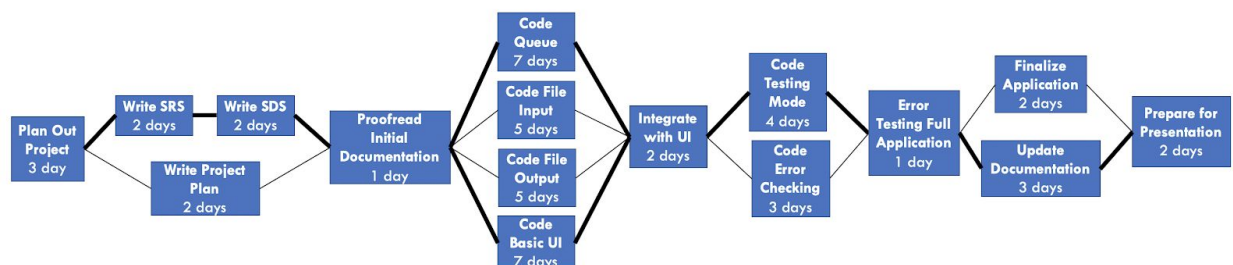


Figure 1. PERT diagram. The boxes represent activities. The lines indicate the flow of task completion. The bolded line shows the critical path.

5.2. Gantt Chart

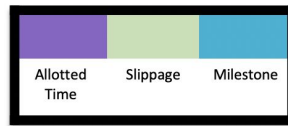


Figure 2. Color key. Displays the color coding used in the below Gantt charts.

5.2.1. Documentation Gantt Chart

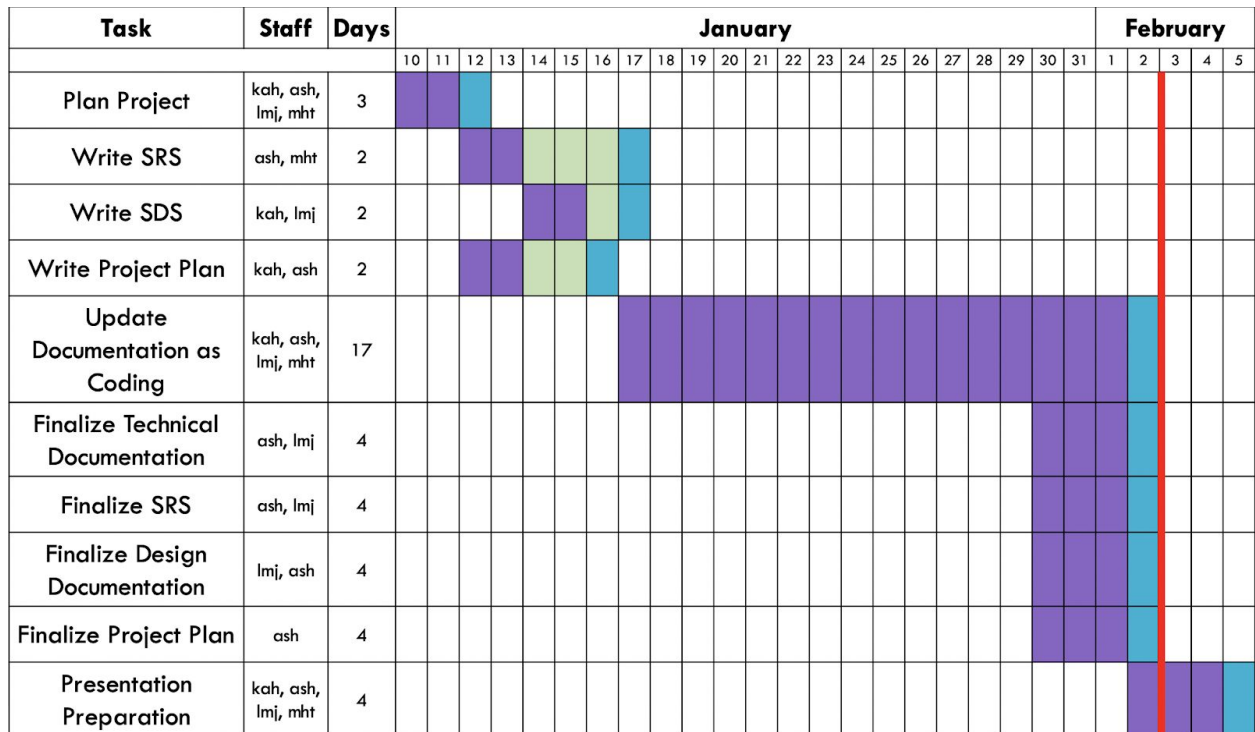


Figure 3. Gantt chart for documentation. Shows the timeline during the development lifecycle for documenting our progress.

5.2.2. Code Gantt Chart

[illegible]

Figure 4. Gantt chart for coding. Shows the timeline during the development lifecycle for completing coding milestones.

5.3. Task Schedules

5.3.1.1. 1-15-2020

Assignment Chart				
Task/ Milestone	Assigned To	Date Assigned	Anticipated Time (Hours)	Date Due
Week 1 (1/6-1/12)				
Meet with group	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Establish a biweekly meeting time	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Have first formal meeting	kah, ash, lmj, mht	1/12/2020	2:00	1/12/2020
Establish who will take primary on SRS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on SDS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on project plan	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Decide deadline for SRS, SDS, and project plan rough draft	kah, ash, lmj, mht	1/12/2020	0:05	1/12/2020
Go over each bullet point outlined in project evaluation	kah, ash, lmj, mht	1/12/2020	1:00	1/12/2020
Discuss and create repository	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Week 2 (1/13-1/19)				
Finish rough draft for section 2 of the SRS	ash	1/12/2020	2:00	1/15/2020
Finish rough draft for section 3 of the SRS	mht	1/12/2020	2:00	1/15/2020
Finish rough draft for SDS	kah, lmj	1/12/2020	1:30	1/15/2020
Finish rough draft for project plan	kah	1/12/2020	1:00	1/15/2020
Finish final draft for section 2 of the SRS	ash	1/15/2020	1:00	1/17/2020
Finish final draft for section 3 of the SRS	mht	1/15/2020	1:00	1/17/2020
Finish final draft for SDS	kah, lmj	1/15/2020	1:00	1/17/2020
Finish final draft for project plan	kah	1/15/2020	1:00	1/17/2020

Table 1. Task Assignment Schedule for 1-15-2020.
Shows the dates and expectations of milestones.

Completion Chart							
Task/ Milestone	Status	Date Completed	Completed by Whom	Time Spent	Confirmed Completed	Date Confirmed	Notes

				(Hours)		Complete	
Week 1 (1/6-1/12)							
Meet with group	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	
Establish a biweekly meeting time	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	Decided to meet Sundays at 12pm and Wednesdays at 3pm
Have first formal meeting	completed	1/12/2020	kah, ash, lmj, mht	1:40	1/12/2020	1/12/2020	Alyssa and Max SRS, Lily and Kiana SDS, Kiana project plan
Establish who will take primary on SRS	completed	1/12/2020	ash, mht	0:10	1/12/2020	1/12/2020	
Establish who will take primary on SDS	completed	1/12/2020	kah, lmj	0:10	1/12/2020	1/12/2020	
Establish who will take primary on project plan	completed	1/12/2020	kah	0:10	1/12/2020	1/12/2020	
Decide deadline for SRS, SDS, and project plan rough draft	completed	1/12/2020	ash	0:05	1/12/2020	1/12/2020	Will finish rough drafts by 1/15
Go over each bullet point outlined in project evaluation	completed	1/12/2020	kah, ash, lmj, mht	1:20	1/12/2020	1/12/2020	Kiana took minutes, discussion noted there
Discuss and create repository	completed	1/12/2020	mht	0:10	1/12/2020	1/12/2020	Will be using a private GitHub repository
Week 2 (1/13-1/19)							
Finish rough draft for	completed	1/15/2020	ash	4:00	ash		

section 2 of the SRS							
Finish rough draft for section 3 of the SRS	not yet completed						While this was not completed, significant progress was made and was near completion
Finish rough draft for SDS	not yet completed						Thought to be done until today's lecture. Serious revision necessary.
Finish rough draft for project plan	completed	1/15/2020	kah	1:30			
Finish final draft for section 2 of the SRS	not yet completed						
Finish final draft for section 3 of the SRS	not yet completed						
Finish final draft for SDS	not yet completed						
Finish final draft for project plan	not yet completed						

Table 2. Task Completion Schedule for 1-15-2020. Shows the status, Progress, and outcomes of milestones by 1-15-2020.

5.3.2. 1-22-2020

Assignment Chart				
Task/ Milestone	Assigned To	Date Assigned	Anticipated Time (Hours)	Date Due
Week 1 (1/6-1/12)				
Meet with group	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Establish a biweekly meeting time	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Have first formal meeting	kah, ash, lmj, mht	1/12/2020	2:00	1/12/2020
Establish who will take primary on SRS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on SDS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on project plan	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Decide deadline for SRS, SDS, and project plan rough draft	kah, ash, lmj, mht	1/12/2020	0:05	1/12/2020
Go over each bullet point outlined in project evaluation	kah, ash, lmj, mht	1/12/2020	1:00	1/12/2020
Discuss and create repository	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Week 2 (1/13-1/19)				
Finish rough draft for section 2 of the SRS	ash	1/12/2020	2:00	1/15/2020
Finish rough draft for section 3 of the SRS	mht	1/12/2020	2:00	1/15/2020
Finish rough draft for SDS	kah, lmj	1/12/2020	1:30	1/15/2020
Finish rough draft for project plan	kah	1/12/2020	1:00	1/15/2020
Finish final draft for section 2 of the SRS	ash	1/15/2020	1:00	1/17/2020
Finish final draft for section 3 of the SRS	mht	1/15/2020	1:00	1/17/2020
Finish final draft for SDS	kah, lmj	1/15/2020	1:00	1/17/2020
Finish final draft for project plan	kah	1/15/2020	1:00	1/17/2020
Finish final draft for section 2 of the SRS	ash	1/15/2020	1:00	1/17/2020
Finish final draft for section 3 of the SRS	mht	1/15/2020	1:00	1/17/2020
Finish final draft for SDS	kah, lmj	1/15/2020	1:00	1/17/2020
Finish final draft for project plan	kah	1/15/2020	1:00	1/17/2020
Submit SRS on Canvas	mht	1/16/2020	0:01	1/17/2020
Submit SDS on Canvas	mht	1/16/2020	0:01	1/17/2020

Submit Project Plan on Canvas	mht	1/16/2020	0:01	1/17/2020
Create week 3 milestones before Sunday meeting	ash	1/17/2020	0:30	1/20/2020
Week 3 (1/20-1/26)				
Complete file parser	ash	1/20/2020	2:00	1/25/2020
Complete file output (daily logs)	kiana	1/20/2020	2:00	1/25/2020
Document file input	ash	1/20/2020	1:00	1/27/2020
Document file output	kah	1/20/2020	1:00	1/27/2020
Finish basic UI	lmj	1/20/2020	4:00	1/25/2020
Document basic UI	lmj	1/20/2020	1:00	1/27/2020
Code testing module	kah, mht	1/22/2020	2:00	1/25/2020
Complete queue (w/o edge cases)	mht	1/20/2020	4:00	1/25/2020
Document queue	mht	1/20/2020	2:00	1/27/2020
Print out materials in preparation for group meeting with Hornof	ash	1/20/2020	0:05	1/22/2020
Have group meeting with Hornof	kah, ash, lmj, mht	1/22/2020	0:30	1/22/2020
Update project plan	ash	1/20/2020	0:30	1/26/2020

Table 3. Task Assignment Schedule for 1-22-2020.
Shows the dates and expectations of milestones.

Completion Chart							
Task/ Milestone	Status	Date Completed	Completed by Whom	Time Spent (Hours)	Confirmed Completed	Date Confirmed Complete	Notes
Week 1 (1/6-1/12)							
Meet with group	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	
Establish a biweekly meeting time	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	Decided to meet Sundays at 12pm and Wednesdays at 3pm
Have first formal meeting	completed	1/12/2020	kah, ash, lmj, mht	1:40	1/12/2020	1/12/2020	Alyssa and Max SRS, Lily and Kiana SDS, Kiana project plan
Establish who will	completed	1/12/2020	ash, mht	0:10	1/12/2020	1/12/2020	

take primary on SRS							
Establish who will take primary on SDS	completed	1/12/2020	kah, lmj	0:10	1/12/2020	1/12/2020	
Establish who will take primary on project plan	completed	1/12/2020	kah	0:10	1/12/2020	1/12/2020	
Decide deadline for SRS, SDS, and project plan rough draft	completed	1/12/2020	ash	0:05	1/12/2020	1/12/2020	Will finish rough drafts by 1/15
Go over each bullet point outlined in project evaluation	completed	1/12/2020	kah, ash, lmj, mht	1:20	1/12/2020	1/12/2020	Kiana took minutes, discussion noted there
Discuss and create repository	completed	1/12/2020	mht	0:10	1/12/2020	1/12/2020	Will be using a private GitHub repository
Week 2 (1/13-1/19)							
Finish rough draft for section 2 of the SRS	completed	1/15/2020	ash	4:00	ash	1/15/2020	
Finish rough draft for section 3 of the SRS	completed	1/16/2020	mht	4:00	ash	1/16/2020	Significant progress made and near completion
Finish rough draft for SDS	completed	1/16/2020	kah, lmj	6:00	ash	1/16/2020	Thought to be done until today's lecture. Serious revision necessary.
Finish rough draft for	completed	1/15/2020	kah	1:30	ash	1/15/2020	

project plan							
Finish final draft for section 2 of the SRS	completed	1/17/2020	ash	6:00	mht	1/17/2020	Max submitted on Canvas
Finish final draft for section 3 of the SRS	completed	1/17/2020	mht	6:00	mht	1/17/2020	Max submitted on Canvas
Finish final draft for SDS	completed	1/17/2020	lmj and kah	5:00	mht	1/17/2020	Max submitted on Canvas
Finish final draft for project plan	completed	1/17/2020	kah	4:00	mht	1/17/2020	Max submitted on Canvas
Submit SRS on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Submit SDS on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Submit Project Plan on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Create week 3 milestones before Sunday meeting	completed	1/16/2020	ash	0:20	kah, ash, lmh, mht	1/19/2020	Discussed at Sunday meeting
Week 3 (1/20-1/26)							
Complete file parser	not yet completed						
Complete file output (daily logs)	not yet completed						
Document file input	not yet completed						
Document file output	not yet completed						
Finish basic	not yet						

UI	completed						
Document basic UI	not yet completed						
Code testing module	not yet completed						
Complete queue	not yet completed						
Document queue	not yet completed						
Print out materials in preparation for group meeting with Hornof	completed	1/21/2020	lmj	0:05	kah, ash, lmj, mht	1/22/2020	Materials were brought to meeting with Professor Hornof
Have group meeting with Hornof	completed	1/22/2020	kah, ash, lmj, mht	0:30	ash	1/22/2020	
Update project plan	not yet completed						

Table 4. Task Completion Schedule for 1-22-2020. Shows the status, Progress, and outcomes of milestones by 1-22-2020.

5.3.3. 1-29-2020

Assignment Chart				
Task/ Milestone	Assigned To	Date Assigned	Anticipated Time (Hours)	Date Due
Week 1 (1/6-1/12)				
Meet with group	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Establish a biweekly meeting time	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Have first formal meeting	kah, ash, lmj, mht	1/12/2020	2:00	1/12/2020
Establish who will take primary on SRS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on SDS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on project plan	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Decide deadline for SRS, SDS, and project plan rough draft	kah, ash, lmj, mht	1/12/2020	0:05	1/12/2020
Go over each bullet point outlined in project evaluation	kah, ash, lmj, mht	1/12/2020	1:00	1/12/2020
Discuss and create repository	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Week 2 (1/13-1/19)				
Finish rough draft for section 2 of the SRS	ash	1/12/2020	2:00	1/15/2020
Finish rough draft for section 3 of the SRS	mht	1/12/2020	2:00	1/15/2020
Finish rough draft for SDS	kah, lmj	1/12/2020	1:30	1/15/2020
Finish rough draft for project plan	kah	1/12/2020	1:00	1/15/2020
Finish final draft for section 2 of the SRS	ash	1/15/2020	1:00	1/17/2020
Finish final draft for section 3 of the SRS	mht	1/15/2020	1:00	1/17/2020
Finish final draft for SDS	kah, lmj	1/15/2020	1:00	1/17/2020
Finish final draft for project plan	kah	1/15/2020	1:00	1/17/2020

Finish final draft for section 2 of the SRS	ash	1/15/2020	1:00	1/17/2020
Finish final draft for section 3 of the SRS	mht	1/15/2020	1:00	1/17/2020
Finish final draft for SDS	kah, lmj	1/15/2020	1:00	1/17/2020
Finish final draft for project plan	kah	1/15/2020	1:00	1/17/2020
Submit SRS on Canvas	mht	1/16/2020	0:01	1/17/2020
Submit SDS on Canvas	mht	1/16/2020	0:01	1/17/2020
Submit Project Plan on Canvas	mht	1/16/2020	0:01	1/17/2020
Create week 3 milestones before Sunday meeting	ash	1/17/2020	0:30	1/20/2020
Week 3 (1/20-1/26)				
Complete file parser	ash	1/20/2020	2:00	1/25/2020
Complete file output (daily logs)	kiana	1/20/2020	2:00	1/25/2020
Document file input	ash	1/20/2020	1:00	1/27/2020
Document file output	kah	1/20/2020	1:00	1/27/2020
Finish basic UI	lmj	1/20/2020	4:00	1/25/2020
Document basic UI	lmj	1/20/2020	1:00	1/27/2020
Code testing module	kah, mht	1/22/2020	2:00	1/25/2020
Complete queue (w/o edge cases)	mht	1/20/2020	4:00	1/25/2020
Document queue	mht	1/20/2020	2:00	1/27/2020
Print out materials in preparation for group meeting with Hornof	ash	1/20/2020	0:05	1/22/2020
Have group meeting with Hornof	kah, ash, lmj, mht	1/22/2020	0:30	1/22/2020
Update project plan	ash	1/20/2020	0:30	1/26/2020
Integrate modules with basic UI	lmj	1/24/2020	0:30	1/24/2020
Create week 4 milestones at Sunday meeting	kah, ash, lmj, mht	1/26/2020	0:15	1/26/2020

Week 4 (1/27-2/2)				
Code error checking	ash	1/27/2020	1:00	1/29/2020
Write export roster function	ash	1/27/2020	1:00	1/29/2020
Write update roster function	ash	1/27/2020	1:00	1/29/2020
Finish update roster function	ash	1/29/2020	1:00	1/31/2020
Prepend to daily log	kah	1/27/2020	0:30	1/31/2020
Resolve queue edge cases (when there are >4 students in queue)	mht	1/27/2020	0:30	1/31/2020
Create warning signs when error arises	lmj	1/27/2020	0:15	1/31/2020
Write technical documentation	lmj	1/28/2020	3:00	2/2/2020
Write system design documentation	kah	1/28/2020	3:00	2/2/2020
Update SRS	kah, ash	1/28/2020	3:00	2/2/2020
Update project plan	ash	1/28/2020	3:00	2/2/2020

Table 5. Task Assignment Schedule for 1-29-2020.
Shows the dates and expectations of milestones.

Completion Chart							
Task/ Milestone	Status	Date Completed	Completed by Whom	Time Spent (Hours)	Confirmed Completed	Date Confirmed Complete	Notes
Week 1 (1/6-1/12)							
Meet with group	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	
Establish a biweekly meeting time	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	Decided to meet Sundays at 12pm and Wednesdays at 3pm
Have first formal meeting	completed	1/12/2020	kah, ash, lmj, mht	1:40	1/12/2020	1/12/2020	Alyssa and Max SRS, Lily and Kiana SDS, Kiana

							project plan
Establish who will take primary on SRS	completed	1/12/2020	ash, mht	0:10	1/12/2020	1/12/2020	
Establish who will take primary on SDS	completed	1/12/2020	kah, lmj	0:10	1/12/2020	1/12/2020	
Establish who will take primary on project plan	completed	1/12/2020	kah	0:10	1/12/2020	1/12/2020	
Decide deadline for SRS, SDS, and project plan rough draft	completed	1/12/2020	ash	0:05	1/12/2020	1/12/2020	Will finish rough drafts by 1/15
Go over each bullet point outlined in project evaluation	completed	1/12/2020	kah, ash, lmj, mht	1:20	1/12/2020	1/12/2020	Kiana took minutes, discussion noted there
Discuss and create repository	completed	1/12/2020	mht	0:10	1/12/2020	1/12/2020	Will be using a private GitHub repository
Week 2 (1/13-1/19)							
Finish rough draft for section 2 of the SRS	completed	1/15/2020	ash	4:00	ash	1/15/2020	
Finish rough draft for section 3 of the SRS	completed	1/16/2020	mht	4:00	ash	1/16/2020	Significant progress made and near completion

Finish rough draft for SDS	completed	1/16/2020	kah, lmj	6:00	ash	1/16/2020	Thought to be done until today's lecture. Serious revision necessary.
Finish rough draft for project plan	completed	1/15/2020	kah	1:30	ash	1/15/2020	
Finish final draft for section 2 of the SRS	completed	1/17/2020	ash	6:00	mht	1/17/2020	Max submitted on Canvas
Finish final draft for section 3 of the SRS	completed	1/17/2020	mht	6:00	mht	1/17/2020	Max submitted on Canvas
Finish final draft for SDS	completed	1/17/2020	lmj and kah	5:00	mht	1/17/2020	Max submitted on Canvas
Finish final draft for project plan	completed	1/17/2020	kah	4:00	mht	1/17/2020	Max submitted on Canvas
Submit SRS on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Submit SDS on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Submit Project Plan on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Create week 3 milestones before Sunday	completed	1/16/2020	ash	0:20	kah, ash, lmh, mht	1/19/2020	Discussed at Sunday meeting

meeting							
Week 3 (1/20-1/26)							
Complete file parser	completed	1/23/2020	ash	6:00	lmj	1/26/2020	Confirmed when integrated with GUI
Complete file output (daily logs)	completed	1/25/2020	kah	7:00	lmj	1/26/2020	Confirmed when integrated with GUI
Document file input	not yet completed						Code was not documented fully since last minute edits were made to parser
Document file output	completed	1/24/2020	kah	0:30	kah, ash, lmj, mht	1/26/2020	Code was documented and reviewed at meeting
Finish basic UI	completed	1/25/2020	lmj	3:00	lmj	1/26/2020	Confirmed when integrated with GUI
Document basic UI	not yet completed						Code was not documented since GUI was very preliminary
Code testing module	completed	1/25/2020	kah, mht	3:30	lmj	1/26/2020	Confirmed when integrated

							with GUI
Complete queue	completed	1/25/2020	mht	6:00	lmj	1/26/2020	Confirmed when integrated with GUI
Document queue	not yet completed						Code was not documented but Max verbally explain mechanisms of the queue
Print out materials in preparation for group meeting with Hornof	completed	1/21/2020	lmj	0:05	kah, ash, lmj, mht	1/22/2020	Materials were brought to meeting with Professor Hornof
Have group meeting with Hornof	completed	1/22/2020	kah, ash, lmj, mht	0:30	ash	1/22/2020	
Update project plan	completed	1/26/2020	ash	4:00	ash	1/26/2020	
Week 4 (1/27-2/2)							
Code error checking	completed	1/29/2020	ash	1:00	lmj	1/29/2020	Was able to successfully integrate with GUI
Write	completed	1/28/2020	ash	2:00	lmj	1/29/2020	Was able to

export roster function							successfully integrate with GUI
Write update roster function	not yet completed						
Finish update roster function	not yet completed						
Prepend to daily log	not yet completed						
Resolve queue edge cases (when there are >4 students in queue)	not yet completed						
Create warning signs when error arises	completed	1/29/2020	lmj	0:30	lmj	1/29/2020	Was able to successfully integrate with GUI
Write technical documentation	not yet completed						
Write system design documentation	not yet completed						
Update SRS	not yet completed						
Update project plan	not yet completed						

Table 6. Task Completion Schedule for 1-29-2020. Shows the status, Progress, and outcomes of milestones by 1-29-2020.

5.3.4. 2-02-2020

Assignment Chart				
Task/ Milestone	Assigned To	Date Assigned	Anticipated Time (Hours)	Date Due
Week 1 (1/6-1/12)				
Meet with group	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Establish a biweekly meeting time	kah, ash, lmj, mht	1/10/2020	0:20	1/10/2020
Have first formal meeting	kah, ash, lmj, mht	1/12/2020	2:00	1/12/2020
Establish who will take primary on SRS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on SDS	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Establish who will take primary on project plan	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Decide deadline for SRS, SDS, and project plan rough draft	kah, ash, lmj, mht	1/12/2020	0:05	1/12/2020
Go over each bullet point outlined in project evaluation	kah, ash, lmj, mht	1/12/2020	1:00	1/12/2020
Discuss and create repository	kah, ash, lmj, mht	1/12/2020	0:15	1/12/2020
Week 2 (1/13-1/19)				
Finish rough draft for section 2 of the SRS	ash	1/12/2020	2:00	1/15/2020
Finish rough draft for section 3 of the SRS	mht	1/12/2020	2:00	1/15/2020
Finish rough draft for SDS	kah, lmj	1/12/2020	1:30	1/15/2020
Finish rough draft for project plan	kah	1/12/2020	1:00	1/15/2020
Finish final draft for section 2 of the SRS	ash	1/15/2020	1:00	1/17/2020
Finish final draft for section 3 of the SRS	mht	1/15/2020	1:00	1/17/2020
Finish final draft for SDS	kah, lmj	1/15/2020	1:00	1/17/2020
Finish final draft for project plan	kah	1/15/2020	1:00	1/17/2020
Finish final draft for section 2 of the SRS	ash	1/15/2020	1:00	1/17/2020
Finish final draft for section 3 of the SRS	mht	1/15/2020	1:00	1/17/2020
Finish final draft for SDS	kah, lmj	1/15/2020	1:00	1/17/2020
Finish final draft for project plan	kah	1/15/2020	1:00	1/17/2020
Submit SRS on Canvas	mht	1/16/2020	0:01	1/17/2020
Submit SDS on Canvas	mht	1/16/2020	0:01	1/17/2020

Submit Project Plan on Canvas	mht	1/16/2020	0:01	1/17/2020
Create week 3 milestones before Sunday meeting	ash	1/17/2020	0:30	1/20/2020
Week 3 (1/20-1/26)				
Complete file parser	ash	1/20/2020	2:00	1/25/2020
Complete file output (daily logs)	kiana	1/20/2020	2:00	1/25/2020
Document file input	ash	1/20/2020	1:00	1/27/2020
Document file output	kah	1/20/2020	1:00	1/27/2020
Finish basic UI	lmj	1/20/2020	4:00	1/25/2020
Document basic UI	lmj	1/20/2020	1:00	1/27/2020
Code testing module	kah, mht	1/22/2020	2:00	1/25/2020
Complete queue (w/o edge cases)	mht	1/20/2020	4:00	1/25/2020
Document queue	mht	1/20/2020	2:00	1/27/2020
Print out materials in preparation for group meeting with Hornof	ash	1/20/2020	0:05	1/22/2020
Have group meeting with Hornof	kah, ash, lmj, mht	1/22/2020	0:30	1/22/2020
Update project plan	ash	1/20/2020	0:30	1/26/2020
Integrate modules with basic UI	lmj	1/24/2020	0:30	1/25/2020
Create week 4 milestones at Sunday meeting	kah, ash, lmj, mht	1/26/2020	0:15	1/26/2020
Week 4 (1/27-2/2)				
Code error checking	ash	1/27/2020	1:00	1/29/2020
Write export roster function	ash	1/27/2020	1:00	1/29/2020
Write update roster function	ash	1/27/2020	1:00	1/29/2020
Finish update roster function	ash	1/29/2020	1:00	1/31/2020
Prepend to daily log	kah	1/27/2020	0:30	1/31/2020
Resolve queue edge cases (when there are >4 students in queue)	mht	1/27/2020	0:30	1/31/2020
Create warning signs when error arises	lmj	1/27/2020	0:15	1/31/2020
Write technical documentation	lmj	1/28/2020	3:00	2/2/2020
Write system design documentation	kah	1/28/2020	3:00	2/2/2020
Update SRS	kah, ash	1/28/2020	3:00	2/2/2020
Update project plan	ash	1/28/2020	3:00	2/2/2020

Week 5 (2/3-2/9)				
Submit project 1	lmj	2/3/2020	0:01	2/3/2020
Prepare for presentation	kah, ash, lmj, mht	2/3/2020	1:00	2/5/2020

Table 7. Task Assignment Schedule for 2-02-2020.
Shows the dates and expectations of milestones.

Completion Chart							
Task/ Milestone	Status	Date Completed	Completed by Whom	Time Spent (Hours)	Confirmed Completed	Date Confirmed Complete	Notes
Week 1 (1/6-1/12)							
Meet with group	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	
Establish a biweekly meeting time	completed	1/10/2020	kah, ash, lmj, mht	0:20	1/10/2020	1/10/2020	Decided to meet Sundays at 12pm and Wednesdays at 3pm
Have first formal meeting	completed	1/12/2020	kah, ash, lmj, mht	1:40	1/12/2020	1/12/2020	Alyssa and Max SRS, Lily and Kiana SDS, Kiana project plan
Establish who will take primary on SRS	completed	1/12/2020	ash, mht	0:10	1/12/2020	1/12/2020	
Establish who will take primary on SDS	completed	1/12/2020	kah, lmj	0:10	1/12/2020	1/12/2020	
Establish who will take primary on project plan	completed	1/12/2020	kah	0:10	1/12/2020	1/12/2020	
Decide deadline for SRS, SDS, and	completed	1/12/2020	ash	0:05	1/12/2020	1/12/2020	Will finish rough drafts by 1/15

project plan rough draft							
Go over each bullet point outlined in project evaluation	completed	1/12/2020	kah, ash, lmj, mht	1:20	1/12/2020	1/12/2020	Kiana took minutes, discussion noted there
Discuss and create repository	completed	1/12/2020	mht	0:10	1/12/2020	1/12/2020	Will be using a private GitHub repository
Week 2 (1/13-1/19)							
Finish rough draft for section 2 of the SRS	completed	1/15/2020	ash	4:00	ash	1/15/2020	
Finish rough draft for section 3 of the SRS	completed	1/16/2020	mht	4:00	ash	1/16/2020	Significant progress made and near completion
Finish rough draft for SDS	completed	1/16/2020	kah, lmj	6:00	ash	1/16/2020	Thought to be done until today's lecture. Serious revision necessary.
Finish rough draft for project plan	completed	1/15/2020	kah	1:30	ash	1/15/2020	
Finish final draft for section 2 of the SRS	completed	1/17/2020	ash	6:00	mht	1/17/2020	Max submitted on Canvas
Finish final draft for section 3 of the SRS	completed	1/17/2020	mht	6:00	mht	1/17/2020	Max submitted on Canvas

Finish final draft for SDS	completed	1/17/2020	lmj and kah	5:00	mht	1/17/2020	Max submitted
Finish final draft for project plan	completed	1/17/2020	kah	4:00	mht	1/17/2020	Max submitted on Canvas
Submit SRS on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Submit SDS on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Submit Project Plan on Canvas	completed	1/17/2020	mht	0:01	mht	1/17/2020	
Create week 3 milestones before Sunday meeting	completed	1/16/2020	ash	0:20	kah, ash, lmh, mht	1/19/2020	Discussed at Sunday meeting
Week 3 (1/20-1/26)							
Complete file parser	completed	1/23/2020	ash	5:00	lmj	1/26/2020	Confirmed when integrated with GUI
Complete file output (daily logs)	completed	1/25/2020	kah	7:00	lmj	1/26/2020	Confirmed when integrated with GUI
Document file input	completed	1/28/2020	ash	0:30	lmj	1/28/2020	Code was not documented fully since last minute edits were made to parser
Document file output	completed	1/24/2020	kah	0:30	kah, ash, lmj, mht	1/26/2020	Code was documented and reviewed at meeting

Finish basic UI	completed	1/25/2020	lmj	3:00	lmj	1/26/2020	Confirmed when integrated with GUI
Document basic UI	completed	1/27/2020	lmj	0:30	ash	1/28/2020	Code was not documented since GUI was very preliminary
Code testing module	completed	1/25/2020	kah, mht	3:30	lmj	1/26/2020	Confirmed when integrated with GUI
Complete queue	completed	1/25/2020	mht	6:00	lmj	1/26/2020	Confirmed when integrated with GUI
Document queue	completed	1/28/2020	mht	0:30	lmj	1/28/2020	Code was not documented but Max verbally explain mechanisms of the queue
Print out materials in preparation for group meeting with Hornof	completed	1/21/2020	lmj	0:05	kah, ash, lmj, mht	1/22/2020	Materials were brought to meeting with Professor Hornof
Have group meeting with Hornof	completed	1/22/2020	kah, ash, lmj, mht	0:30	ash	1/22/2020	
Update project plan	completed	1/26/2020	ash	4:00	ash	1/26/2020	
Week 4 (1/27-2/2)							

Code error checking	completed	1/29/2020	ash	1:00	lmj	1/30/2020	
Write export roster function	completed	1/28/2020	ash	2:00	lmj	1/29/2020	Was able to successfully integrate with GUI
Write update roster function	completed	1/30/2020	ash	3:30	lmj	1/31/2020	Took longer than expected so delay but was successfully integrated with GUI
Finish update roster function	completed	1/31/2020	kah	1:00	ash	1/31/2020	
Prepend to daily log	completed	1/30/2020	mht	0:30	ash	1/31/2020	
Resolve queue edge cases (when there are >4 students in queue)	completed	1/29/2020	lmj	0:30	ash	1/31/2020	
Create warning signs when error arises	completed	1/31/2020	lmj	0:30	ash	1/31/2020	
Write technical documentation	completed	1/31/2020	ash	0:45	ash	1/31/2020	Found 3 bugs, Lily promptly resolved it
Write system design documentation	completed	2/2/2020	lmj	5:00	ash	2/2/2020	
Update SRS	completed	2/2/2020	kah	4:30	ash	2/2/2020	
Update project plan	completed	2/2/2020	kah, ash	5:00	ash	2/2/2020	

Week 5 (2/3-2/9)							
Submit project 1	not yet completed						
Prepare for presentation	not yet completed						

Table 8. Task Completion Schedule for 2-02-2020. Shows the status, Progress, and outcomes of milestones by 2-02-2020.

6. Individual Task Breakdown Assignments

6.1. Kiana Hosaka

Task	Assigned Date	Completed Date	Time Spent (Hours)
Write project plan	1-12-2020	1-17-2020	6
Write SDS section 2	1-14-2020	1-14-2020	4
Code export daily log function	1-20-2020	1-25-2020	5
Code export term log function	1-20-2020	1-26-2020	2
Code roster class	1-20-2020	1-25-2020	4
Code export testing module	1-22-2020	1-26-2020	1
Debugging major integration problem	1-29-2020	1-29-2020	4
Finalize SDS	1-30-2020	2-1-2020	4
Finalize SRS	1-30-2020	2-3-2020	15

Table 9. Assignment Breakdown for Kiana Hosaka. Shows the tasks, date assigned, date completed, and time spent on those tasks.

6.2. Alyssa Huque

Task	Assigned Date	Completed Date	Time Spent (Hours)
Write SRS section 2	1-12-2020	1-17-2020	10

Code parser function	1-17-2020	1-25-2020	5
Code export roster function	1-27-2020	1-29-2020	4
Code update roster function	1-27-2020	1-30-2020	4
Code error checking	1-22-2020	1-25-2020	1
Maintain task breakdown schedule	1-12-2020	2-2-2020	5
Update meeting summaries in project plan	1-12-2020	2-2-2020	3
Finalize SRS	1-30-2020	2-2-2020	5
Finalize project plan	1-30-2020	2-2-2020	12

Table 10. Assignment Breakdown for Alyssa Huque. Shows the tasks, date assigned, date completed, and time spent on those tasks.

6.3. Lily Jim

Task	Assigned Date	Completed Date	Time Spent (Hours)
Write SDS sections 3-5	1-12-2020	1-17-2020	10
Code GUI	1-17-2020	1-24-2020	3
Code user warnings for errors	1-26-2020	1-29-2020	1
Integrate all modules into GUI	1-26-2020	1-31-2020	10
Write documentation	1-30-2020	2-3-2020	20

Table 11. Assignment Breakdown for Lily Jim. Shows the tasks, date assigned, date completed, and time spent on those tasks.

6.4. Max Terry

Task	Assigned Date	Completed Date	Time Spent (Hours)
Write SRS section 3	1-12-2020	1-17-2020	10
Code queues for roster information	1-17-2020	1-25-2020	6
Code randomizer	1-17-2020	1-25-2020	4
Code testing module	1-22-2020	1-25-2020	3
Test module integration	1-22-2020	1-30-2020	2
Write/edit final technical documentation	1-30-2020	2-2-2020	11

Table 12. Assignment Breakdown for Max Terry. Shows the tasks, date assigned, date completed, and time spent on those tasks.

7. Acknowledgments

This document uses a template provided by Anothony Hornof in CIS 422 at the University of Oregon. The ideas contained in this document were generated from his Project Evaluation Criteria for CIS 422/522 Software Methodologies.

This document uses an outline provided by Anothony Hornof in CIS 422 at the University of Oregon. The ideas contained in this document were generated from his Software Requirement Specification for a Classroom Cold-Call Assist Software Program.

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