Group 4 - Postmortem of the Cycle1 Launch of the TSP Project

Meeting info:

PLANNED TIME: 60 MINS

ATTENDEES : NISHA NARAYAN, KRISHNAN GANESAN, ABHISHEK MINDE, JOAO CARLOS ALMEIDA

ACTUAL TIME : 55 MINS

PURPOSE :

a) To define Team Goals.

b) To define individual role-based goals.

c) To decide weekly status meeting times.

d) To negotiate requirements with the client.

ENTRY CRITERIA:

a) Individual roles of each team member identified.

b) Tracking tool to be used is decided.

c) Adequate understanding of need statement.

EXIT CRITERIA:

a) Requirment scope to be negotiated.

b) Team goals to be identified.

c) Role based goals to be identified.

d) Staus meeting times to be decided

POSTMORTEM:

a) Launch guided us to identify project objectives, process metrics and team introduction.

b) Scope of the need statement was reduced to build the product, for any one programming language out of the stated three.

c) Meeting times were scheduled to be held every saturday at 2:30 PM.

d) All of us were well prepared for the launch. Each one of us read the scripts before the meeting, which allowed us to focus solely on the launch activities. Team and role-based goals were identified and documented.

Project objectives:

Objective

The objective of this project is to develop a change counter that would aid a software developer to identify the total number of added,deleted or modified lines in a piece of code.

Functional Requirements:(Must Have)

- Identify the added and deleted lines of code in a modified program.
- Count the added and deleted lines of code in a modified program.
- Count the total lines of code in the modified program.

Functional Requirements:(Nice to have)

- Attach line label reference for added and deleted lines of code
- Provide the change label in a program header comment indicating the change number,date, who made it ,why it was made , the added , deleted and total lines of code.
- When a previously modified program is further modified all the prior modifications records must be maintained.
- On demand, print program listing with change label and line label information
- On demand, print a program listing with line number of modified program inserted at the head of each line of code.
- On demand, print a program-change report with statistics for the modified program and all prior changes

Quality Requirements:(Must Have)

- Usability (Immediate Understanding):- Needs to be elicited from the client.

Quality Requirements:(Nice to Have)

- Extensibility (Multiple Language Support):- The software will initially be built to work with any one of the languages (Example Ada, C++, C, Pascal or Java) but logic can be extended for other languages.

Constraints:

- Taking Guidelines from the TSP process
- Adhering to counting and header labeling specifications given in the need document.
- Using the process and team dashboard to collect data.

Role assignments

For the first cycle on our project, the following table represents the role and the team member assigned to it.

Name	Roles
Abhishek	Team Leader/Support Manager
Nisha	Planning Manager
Krishnan	Developer Manager
Joao	Process/Quality Manager

Goals:

Individual Goals:

Individual goals are categorized by the assigned roles. Every goal has a set of defined measure(s) that would aid us while assessing whether the goal is being met. Measures have not been established for all the goals; however, they will be defined soon.

Krishnan Ganesan

Development Manager:

1. Produce a superior product
2. Fully utilize team member's skills and abilities.

Software Engineer:

1. Attain 20 LOC/Hr. productivity
2. Minimize my "defect rate" below 10 < KLOC
3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline

Nisha Naraynan:

Planning manager:

1. To produce a precise and complete task plan and schedule for every cycle. **(Measure =** task and schedule template are filled in process dash-board, with the presence of the team.)

2. To accurately report team status every week **.**(Measure **=** consolidate the team's effort data and generate earned value report from the dashboard tool)

Software Engineer:

1. Attain 20 LOC/Hr. productivity
2. Minimize my "defect rate" below 10 < KLOC
3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline.

Abhishek Minde:

Team leader:

1. Build and maintain effective team
2. Motivate all team members
3. Attend every issue each team member brings forth
4. Be an efficient facilitator in team meetings

Support manager:

1. Maintain Team Dashboard tool and Version control tool on the server
2. Make sure the data is safe and backed up periodically
3. All risks and issues are captured in an issue tracking system and are reported every week
4. No authorized changes are made to the code

Software Engineer:

1. Attain 40 LOC/Hr. productivity
2. Minimize my "defect rate" below 10 < KLOC
3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline.

Joao Carlos Almeida:

Process/Quality Manager:

1. All team members accurately report and properly use TSPi process data.
2. The team faithfully follows the TSPi and produces a quality product.
3. All team inspections are properly moderated and reported.

Software Engineer:

1. Attain 15 LOC/Hr. productivity
2. Minimize my "defect rate" below 20 < KLOC
3. To record and collect data consistently. Measure: 0 exception in submission of my data by the defined deadline.

Team Goals:

Product category: (Krishnan)

1. Team must be able to identify and maintain must-have and nice-to-have requirements.

Process:

1. Team to follow a consistent process taking guidelines from the TSPi process. Measure: All scripts and forms required by the course must be filled in and used regularly with 0 exception.
2. Recording and submitting individual and team data as per data requirements defined.

Quality:

1. To produce quality product having <30 defects/kloc>
2. Team is able to work efficiently and code at the rate of 20 LOC/hour.

Team (Abhishek):

1. Team is able to effectively use the tools that have been set-up. Measures: Less than 10% of total budget time will be spent on tool setup and maintenance.
2. Team is to work in harmony. Measure: In a survey, the score should be more than 3.5 on the scale of 0-5. (0 worst - 5 - best)

Planning and Tracking (Nisha):

1. To be consistent at tracking and estimation with SPI = 0.75 and CPI ranging from 0.8 to 1.2

Meeting times:

- Every Saturday: 2:30 to 3:30 pm - Weekly status meetings.
- Every Friday: 8 pm deadline for reporting individual data.

Data requirements:

1. Time log (productivity, planning and estimation): This is a PSP requirement. This will be primarily be used in planning and estimation.
2. Defects (guidelines from PSP defects) (Quality goal) : This is a PSP requirement. We
3. Survey (weekly) (Team goal): The reason we will have survey every week is we want to measure our goal to have an effective team.
4. Size: LOC for code and #Pages for documents.: This is a PSP requirement and it is primarily used in planning, estimation and quality.
5. Estimated and actual effort of individual member: This is a PSP requirement and will
    1. primarily be used in planning and estimation.
6. WBS and schedule.: This will be used for planning, estimation and tracking.

Tool Selection:

We decided to go for the Process Dashboard (Sourceforge) tool. We analyzed the complexity of the project and the required efforts. And we decided to save on time on collecting and rolling up the PSP data from individuals. Process dashboard makes the process of data collection easy and it also produces several analyses of data.

Strategy

We are going to categorize the requirements in two sets. One set we are going to consider in the first cycle and another in the second. We are going to have another meeting, continued from the launch, in order to identify and estimate tasks for cycle 1, and then balance the load among the team members.

Launch Meeting

- Preparation Time:
    - Joao: 02:50 h
    - Nisha:02:00 h
    - Abhishek: 01:00 h
    - Krishnan:

- Time spent by topic:

Agenda	Planned time (min)	Actual time (min)
Team goals	20	25
Meeting times	5	5
Data requirements	10	15
Project requirements	25	10