# *Development Project I (420-E50-HR)*

# *Assignment 4 – User Meeting and User stories*

Date assigned: Monday, September 11, 2017

Date due: **Thursday, September 14, 2017, 11:50 a.m.**

**Late assignments will not be accepted**

**Learning Objectives**

Upon successful completion of this assignment, the student will be able to:

* Document the information gathered during a meeting with the user
* Analyze information received from the user and generate initial user stories from a user meeting

To do:

## Part A - User Meeting

The following users will come to class to describe their projects:

* 8:00 a.m. – Alain Beauparlant (Co-Op Coordinator, RAC advisor) will address the requirements for a system to help with the Recognition of Acquired Competencies (RAC) process
* 10:00 a.m. - Allan McDonald (Computer Science Professor) will address the requirements for a system to help with gathering and compiling peer evaluations

You are expected to treat this as an informal, but professional meeting and should interact with the users in a professional manner.

1. Take notes on the information gathered during the meeting with each user. In particular, focus on problems, user requirements, and priorities.
2. Transcribe the notes (minutes of the meeting) into a Word document named **YourUserName\_E50\_A04\_Meeting** and containing the following information:

* An appropriate title
* Date and time (including both the start time and end time) of the meeting
* Place
* Attendees (list the full names of all the people who were in attendance in alphabetical order). Indicate who was the scribe (write the word “Scribe” after your name)
* Invited but did not attend (alphabetical list of full names)
* Subject (topic of the meeting)
* Items Discussed: The notes should include all the details of the user’s problems, requirements, and priorities based on what was discussed, and it should be written in a way that can be used as a reference by someone who was not in attendance. The notes can be in bullet format but should be written in full sentences.
* Decisions
* Action items – must have a description, owner, status (opened/closed) and due date
* Follow up and next steps
* Add a page break after the minutes for each meeting.

Tips for recording notes from a meeting:

* Don’t try to record notes word for word
* Organize your notes and write the minutes as soon after the meeting as possible while everything is fresh in your mind
* Add additional comments, or clarify what you didn’t understand right after the meeting
* Write in the same tense throughout
* Proof-read the document

## Part B – User stories

Write a business memo addressed to me.

For each of the projects discussed in the User interview, analyze and:

1. Identify all the roles/actors/stakeholders with a brief description
2. Provide User stories for each actor:

Notes:

* Since this is an initial list, the user stories should not be detailed, as many of them will be further broken down into smaller user stories as the chosen project(s) progresses. Do not include any technical details.
* The standard user story format is the following:

*As a <type of user>, I want <some goal> so that <some reason>.*

## **To submit**

When you have completed the assignment, upload a zip file **YourUserName\_E50\_A04.zip** to Moodle with the following contents:

1. **YourUserName\_E50\_A04\_ MeetingMinutes.docx** meeting minutes
2. **YourUserName\_E50\_A04\_ UserStories.docx**