

CIS 422 Project 1: Classroom Cold-Call Assist Software Project Plan

Mikayla Campbell (mc), Joseph Goh (jg), Olivia Pannell (op), Bethany Van Meter (bvm), and
Ben Verney (bv)
February 3, 2020 – v2.0

Table of Contents

1. Project Plan Revision History	1
2. Individuals and Roles	1
3. Meeting History	6
4. Weekly Project Milestones	8
5. Acknowledgements	9

1. Project Plan Revision History

Date	Author	Description
1-14-2020	jg	Created the initial document and wrote previously discussed and recorded elements of the project plan (such as the management, schedule, and monitoring sections).
1-16-2020	jg	Added Monitoring and Reporting section as well as Work Breakdown Schedule section.
1-17-2020	jg	Added Build Plan < <i>The first working draft</i>
2-3-2020	bvm	Revision for final draft
2-3-2020	mc	Reviewed final project plan

2. Individuals and Roles

Each group member is assigned the following roles. Along with their role, their contributions are outlined as well:

- Mikayla Campbell
 - Role: Design lead

- The design lead will log design issues and changes that need to be made and present them to other members for discussion.
 - The design lead will be referred to when any minor design decisions that are yet to be discussed need to be made.
- Contributions
 - Write the first draft of SDS
 - Assigned date: 1-14-2020
 - Completed date: 1-16-2020
 - Time spent on task: 7 hours
 - Create initial files
 - Assigned date: 1-20-2020
 - Completed date: 1-20-2020
 - Time spent on task: 0.5 hours
 - Implement I/O
 - Assigned date: 1-20-2020
 - Completed date: 1-20-2020
 - Time spent on task: 1 hour
 - Design student data structure
 - Assigned date: 1-18-2020
 - Completed date: 1-20-2020
 - Time spent on task: 2 hours
 - Implement student data structure
 - Assigned date: 1-18-2020
 - Completed date: 1-22-2020
 - Time spent on task: 5.5 hours
 - Implement file reading and output
 - Assigned date: 1-21-2020
 - Completed date: 1-23-2020
 - Time spent on task: 2 hours
 - Write the second draft of SDS
 - Assigned date: 2-2-2020
 - Completed date: 2-3-2020
 - Time spent on task: 7 hours
- Bethany Van Meter
 - Role: Code lead
 - The code lead monitored the progress and verified the completion of assigned implementation tasks.
 - The code lead, upon completion of a task, assigned members to begin a new task or assist in ongoing implementation tasks.
 - The code lead routinely checked the quality of the code such as performance, style, maintainability, etc.
 - Contributions
 - Developed rough draft of the whole SRS
 - Assigned date: 1-13-2020
 - Completed date: 1-14-2020

- Time spent on task: 7 hours
 - Implemented student data ops
 - Assigned date: 1-21-2020
 - Completed date: 1-21-2020
 - Time spent on task: 4 hours
 - Added to queue logic and algorithm
 - Assigned date: 1-25-2020
 - Completed date: 1-25-2020
 - Time spent on task: 3 hours
 - Created the Final Project Plan
 - Assigned date: 2-3-2020
 - Completed date: 2-3-2020
 - Time spent on task: 3 hours
 - Help write the second draft of SRS
 - Assigned date: 2-3-2020
 - Completed date: 2-4-2020
 - Time to be spent on the task: 7 hours
- Olivia Pannell
 - Role: Test lead
 - The test lead will check throughout the development process that the currently implemented components are being robustly tested by group members.
 - The test lead will make sure that any issues or bugs that have been raised are corrected in a timely fashion and assign debugging tasks.
 - Contributions
 - Codebase GUI window
 - Assigned date: 1-21-2020
 - Completed date: 1-22-2020
 - Time spent on task: 4.5 hours
 - Updated UI frame/create import/export button
 - Assigned date: 1-29-2020
 - Completed date: 1-29-2020
 - Time spent on task: 5 hours
 - Write the second draft of the project plan
 - Assigned date: 2-2-2020
 - Completed date: 2-3-2020
 - Time spent on task: 3 hours
 - Write the first draft of technical documentation
 - Assigned date: 2-1-2020
 - Completed date: 2-3-2020
 - Time spent on task: 7 hours
 - Turn in project
 - Assigned date: 2-1-2020
 - Completed date: 2-3-2020
 - Time spent on task: 0.25 hours

- Turn in SRS
 - Assigned date: 2-1-2020
 - Completed date: 2-4-2020
 - Time spent on task: 0.25 hours
- Joseph Goh
 - Role: Recordkeeper
 - The recordkeeper will ensure that the task assignment worksheet is being recorded in a complete and timely fashion.
 - The recordkeeper will summarize any decisions made or issues brought up during group meetings.
 - The recordkeeper will make sure that any revisions to records or documents are properly noted and archived.
 - Contributions
 - Created shared repository
 - Assigned date: 1-13-2020
 - Completed date: 1-13-2020
 - Time spent on task: 0 hours
 - Write currently recorded the project plan details into a formatted document
 - Assigned date: 1-14-2020
 - Completed date: 1-14-2020
 - Time spent on task: 2 hours
 - Reformatted code/made code object-oriented
 - Assigned date: 1-29-2020
 - Completed date: 1-30-2020
 - Time spent on task: 5 hours
 - Changes code to allow CSV
 - Assigned date: 1-31-2020
 - Completed date: 2-1-2020
 - Time spent on task: 6 hours
 - Help with technical documentation
 - Assigned date: 2-2-2020
 - Completed date: 2-3-2020
 - Time spent on task: 5 hours
 - Make a working export button
 - Assigned date: 2-2-2020
 - Completed date: 2-3-2020
 - Time spent on task: 5 hours
- Ben Verney
 - Role: Writing lead
 - The writing lead will verify the quality and completion of the writing in project documents such as the SRS and SDS.

- The writing lead will assign writing-related work to other members while monitoring progress.
- Contributions
 - Revised SRS
 - Assigned date: 1-13-20
 - Completed date: 1-14-20
 - Time spent on task: 3 hours
 - Keep track of keystrokes
 - Assigned date: 1-24-2020
 - Completed date: 1-26-2020
 - Time spent on task: 6.5 hours
 - Link UI to other files
 - Assigned date: 1-31-2020
 - Completed date: 1-31-2020
 - Time spent on task: 3 hours
 - Add error checking
 - Assigned date: 2-1-2020
 - Completed date: 2-2-2020
 - Time spent on task: 2 hour
- The team as a whole
 - Contributions
 - Group meeting
 - Assigned date: 1-10-20
 - Completed date: 1-13-20
 - Time spent on task: 1 hour
 - Group meeting
 - Assigned date: 1-10-2020
 - Completed date: 1-16-2020
 - Time spent on task: 2 hours
 - Establish a weekly meeting schedule
 - Assigned date: 1-13-2020
 - Completed date: 1-13-2020
 - Time spent on task: 0.25 hours
 - Outline week 1 progress in the project plan
 - Assigned date: 1-13-2020
 - Completed date: 1-16-2020
 - Time spent on task: 0.25 hours
 - Finish initial list of project requirements
 - Assigned date: 1-13-2020
 - Completed date: 1-16-2020
 - Time spent on task: 1 hour
 - Complete the SRS/SDS/Project Plan
 - Assigned date: 1-14-2020
 - Completed date: 1-17-2020
 - Time spent on task: 5 hours

- Complete the SRS/SDS/Project Plan
 - Assigned date: 1-14-2020
 - Completed date: 1-17-2020
 - Time spent on task: 5 hours
- Meeting with Professor Hornof
 - Assigned date: 1-20-2020
 - Completed date: 1-21-2020
 - Time spent on task: 0.5 hours
- Meeting with Professor Hornof
 - Assigned date: 1-20-2020
 - Completed date: 1-21-2020
 - Time spent on task: 0.5 hours
- Weekly meeting
 - Assigned date: 1-23-2020
 - Completed date: 1-23-2020
 - Time spent on task: 1.5 hours
- Weekly meeting
 - Assigned date: 1-24-2020
 - Completed date: 1-27-2020
 - Time spent on task: 1 hour
- Weekly meeting
 - Assigned date: 2-2-2020
 - Completed date: 2-2-2020
 - Time spent on task: 2.5 hours
- Make a script to open application
 - Assigned date: 2-2-2020
 - Completed date: 2-3-2020
 - Time spent on task: 1.5 hours
- Implement window to always be in front of other applications
 - Assigned date: 2-2-2020
 - Completed date: 2-3-2020
 - Time spent on task: 0.5 hours
- Final meeting
 - Assigned date: 2-1-2020
 - Completed date: 2-3-2020
 - Time spent on task: 8 hours

3. Meeting History

01/13/2020, 11:30 a.m. - 12:45 p.m.

Discussed topics:

- What roles to have assigned
- Went through all requirements for initial documents

Accomplished:

- Assigned the SRS to Ben and Bethany
- Assigned the SDS to Mikayla and Olivia
- Assigned the project plan to Joseph

01/16/2020, 1:30 p.m. - 5:30 p.m.

Discussed topics:

- Potential revisions and improvements to the SRS, the SDS, and the project plan

Accomplished:

- Finished up the SRS/SDS/Project Plan

01/21/2020, 1:30 p.m. - 2:30 p.m.

Meeting with Professor Hornof

Discussed topics:

- Switching code lead and writing lead positions between Ben Verney and Bethany Van Meter to promote gender diversity within our project roles
- Updating the software architecture along with the code structure to better categorize functionalities
- Revising SRS and reorganizing it to illustrate differences from SRS template to make it clearer to stakeholders

Accomplished:

- What was expected of us for the SRS, the SDS, and the Project Plan

01/23/2020, 4 p.m. - 5 p.m.

Discussed topics:

- Next tasks necessary to keep the project on schedule
- Steps for creating the UI and queue algorithm

Accomplished:

- Delegated roles as follows:
 - Ben, Joseph, and Olivia to UI and Tkinter
 - Mikayla and Bethany to the queue

01/27/2020, 11:30 a.m. - 12:30 p.m.

Discussed topics:

- What has been accomplished
- What is left to develop

Accomplished:

- Made sample input files to test with
- Delegated remaining tasks

02/02/2020, 5 p.m. - 6:30 p.m.

Discussed topics:

- How to implement the .command clickable desktop icon
- Minor UI fixes to UI
- Tkinter change to make cold call window to always stay on top of other applications
- Remaining project deliverables

Accomplished:

- Fixed some bugs with the code
- Implemented change to make cold call window to always stay on top of other applications
- Implemented the .command clickable desktop icon
- Fixed some UI issues

02/03/2020, 1:30 p.m. - 9 p.m.

Discussed topics:

- Remaining issues and last-minute changes

Accomplished:

- Finished all documentation and reviewed the whole project

4. Weekly Project Milestones

- Week 1 (The second week of the term)
 - Created the project plan
 - Created a working drafts of the SRS and SDS
 - Turned in the Initial SRS, the Initial SDS, and the Initial Project Plan
- Week 2 (The third week of the term)
 - Met with the client (Professor Hornof) for discussion of and adjustment of software architecture and requirements/design
 - Discussed new architecture from Prof. Hornof's meeting
 - Began implementation and assigned implementation tasks to all members
- Week 3 (The fourth week of the term)
 - Created a working implementations of non-GUI components
 - Created implementations of the visual and user input parts of GUI components
 - Brought codebase (including GUI) to a buildable state by end of week
 - Finished implementing 'must-have' requirements for all components
 - Began testing and debugging phase
 - Decided against 'nice to have' requirements
 - Had a stable release candidate by end of week
- Week 4 (The fifth week of the term)
 - Project due on Monday
 - Turned in all deliverables by 10 p.m.
 - Met to finish the documentation

6. Acknowledgments

The formatting of this document was based on a Software Requirement Specification template provided by Professor Anthony Hornof.