CS7026 – Website Assignment

What next:

1. The project groups have been assigned. See Assignment03_Groups.pdf on Blackboard

2. Read the project brief on Blackboard_carefully.

3. Arrange a meeting with your team <mark>to discuss</mark>
   - What building? what Audience?
   - roles and responsibilities
   - expectations
   - availablity
   - etc.

4. Prepare your <mark>requirements document</mark> for the first review meeting.

Deliverable 1: Requirements and Statement of intent.

Submit Jan 31st

Presentation & Review Feb 3rd

▶ Purpose of Website

▶ Target Audience

▶ Content requirements

▶ Content Structure and Navigation

▶ Delivery across Different Browsers and Devices

▶ Social Media Integration

Scope

- The Requirements Document defines the Scope of the project:
  - What functionality is included in this release of the website.
  - What is not included.

- It is very important to clearly agree on the Scope of the project.

- Do not be over ambitious.
  - Can always add more functionality in a later version.

Requirements and Statement of Intent

▶ This document should be used as a tool to enable clear communication within your team and between you and your Client (me).

▶ It should ensure that we have a shared clear, concise understanding of what is being developed.

Common characteristics of Requirements

▸ **Incomplete**

 ▸ Often due to hidden assumptions.

▸ **Contradictory**

 ▸ Need to decide which are more important and which can be sacrificed without too much damage.

▸ **Not well decomposed**

 ▸ One "requirement" may actually be lots of little requirements

 ▸ These need to be fleshed out.

▸ **Unrealistic**

 ▸ Isn't physically possible within the time of the project.

 ▸ As a developer, always double your time estimate.

Characteristics of (good) Requirements

▶ **Completeness** - all necessary functionality is described by the requirements.

▶ **Consistency** - No two requirements contradict each other.

▶ **Clarity** - Requirement cannot be interpreted in two different ways.

▶ **Correctness** - The requirements describe the features of the website correctly.

The Kick-off team meeting

- Agree on your building
- Agree on the purpose of the site
- Agree on the audience

  - A whiteboard/flip chart is handy for drawing pictures.
  - Write the requirements on the whiteboard/flip chart for everyone to see and discuss.
  - A person to take detailed notes of what is said and agreed.

What are meetings for?

- To monitor progress

- To plan actions

- To boost morale
  - If well run

- To share information

- To help gel a team

Problems with Meetings

- **Long windedness**
  - Can monopolise meetings
  - Can turn off other participants

- **Solution**
  - Start subtle and increase force
  - Non-verbal approaches (raised hand)
  - Redirect (Good point x, let's see what y has to say) –
  - Strong (Thank you x but we have to get the following completed today)

Problems with Meetings

- ## Involving the Silent

  - People can be overwhelmed by meetings

  - You need to respect individual differences

- ## Solution

  - Ask questions

  - Recognise contributions to increase confidence

Problems with Meetings

- ## Managing Disputes
  - Conflict can be good!

- ## Solution
  - As the chair avoid taking sides
  - Move the dispute out of the meeting (I suggest you two discuss this externally)
  - If necessary make a decision to move it on

Other Problems

▶ Group think

▶ Group rut

▶ Trivia

▶ Recurrence

▶ Avoidance

▶ Low energy

Planning For Meeting

- Define the purpose
- Consider who has to be there
- Build and distribute an agenda

- Also think about
  - Time frames (for each section if necessary)
  - Ordering items by importance

Conducting a Meeting

▸ Meet and greet

▸ Stay on topic

▸ Give everyone a chance to talk

▸ Encourage discussion and give feedback

▸ Focus on outcomes!

  ▸ Decide actions

  ▸ Put names and dates against actions

▸ Stick to times for start and finish

▸ Agree a date and time for next meeting

▸ Be a role model

Suggestions

- Rotate the chair
- Nominate a note taker
  - Responsible for writing up minutes
- Keep it relaxed
- Keep it focused

After the Meeting

- Make the minutes immediately
  - Include subsidiary notes to yourself
- Circulate the minutes
- Get agreement

Meeting Minutes

- Basic information
  - Time, Date, Location, Attending, Apologies, Nonattending
- Agenda items (with results of discussions)
  - Review of agreed actions
  - Next actions
    - With assigned Names!
  - Matters arising
  - AOB
- Date & Time of next meeting