**Shanna-Mae Slight**

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| **Score** |  | **Excellent**  **100%** | **Good**  **90%** | **Acceptable**  **80%** | **Acceptable**  **70%** | **Developing**  **50%** | **Missing**  **0%** |
| 40 | **Accuracy 40%** | X |  |  |  |  |  |
| 24 | **Application**  **30%** |  |  | X |  |  |  |
| 0 | **Reflection**  **20%** |  |  |  |  |  | X |
| 10 | **Professional**  **10%** | X |  |  |  |  |  |
| 74 |  |  |  |  |  |  |  |

1. **Meetings**
   1. JAD session
      1. Peter and Patricia, number of potential users (students of varying ages and levels of comfort with technology), me, Abe, Brittany, Claire (aka team leads) and Terri (who will act as a scribe), will attend
      2. The agenda is to elicit requirements for the software, based on questions left after the software engineer and UX designer’s have conducted other elicitation activities such as interviews, introspection, and observations. We will also present Peter and Patricia with the UX designer’s first prototype in order to elicit more requirements.
      3. We hope to finalize the list of requirements in order to write an SRS which will be signed off by Peter and Patricia.
      4. One time meeting after initial elicitation and prototyping, and before the SRS is completed and the SDD is begun.
   2. Meeting of team leads
      1. Me, Abe, Brittany, and Claire will attend. Terri, Peter, and Patricia will be invited as needed.
      2. We will divide and assign parts of the development to each team, and report on progress and problems. The meetings will primarily be tracking the development of the series of documents detailed below.
      3. We hope to maintain a schedule, and answer questions, but primarily will be tracking the development of the series of documents detailed below.
      4. This meeting will be weekly.
   3. Small Team Meetings
      1. Teams 1-3 are detailed below in the roles section. Each developer is required to attend his or her corresponding small team meeting.
      2. The agenda will be to make individual assignments in order to accomplish the assignments passed down from the meeting of the team leads.
      3. They will report on progress, discuss issues (including whether or not those issues need to be brought up to the other team leads), and make new assignments. Through these meetings and individual work, they will finish their weekly assignments and stay in line with the production schedule.
      4. This meeting is at least weekly, but under the discretion of the team leads.
   4. Cross-discipline communication
      1. The UX designers, me, and team leads Abe, Brittany, and Claire will attend
      2. The agenda will be to review the user interface.
      3. We hope that the UX designers will understand what the user interface must accomplish, and the software engineers will understand the constraints of the user interface.
      4. The meeting is bi-weekly.
2. **Documents**:
   1. *SyRS*
      1. I will be the owner, Terri the editor, and all members of the software team will contribute
      2. The audience is Peter and Patricia, though the software team will use it for reference as well
      3. The purpose is to come to a consensus of what the requirements of the overall system is, in which our software will operate. This gives a framework for the SRS
      4. This is the first item on the schedule.
   2. **SRS**
      1. I will be the owner of the document, with Terri being the editor, and every member of the software and UX teams being contributors.
      2. The audience is Peter and Patricia, with the UX and software teams using it as a reference as well
      3. This document serves to clarify the requirements and constraints of the software. It is an agreement between the university as a sponsor, and our team as developers.
      4. This should be the second item on the schedule
   3. **SDD- preliminary**
      1. I will be the owner, with Terri as an editor, and Team 3 as writers, with all other software engineers heavily contributing.
      2. The audience is our software team
      3. The document is where the design decisions are made, and is a reference for every aspect of the software development.
      4. This is the third item on the schedule
   4. *Analysis Report*
      1. This is written by each of the team leads, with all developers and UX designers contributing
      2. I am the audience, with all members of the software and UX team as the secondary audience.
      3. The purpose is to detail the results of analyzing our preliminary design
      4. This is the fourth item on the schedule.
   5. **SDD-final**
      1. I will be the owner, with Terri as an editor, and Team 3 as writers, with all other software engineers as contributors as needed
      2. The audience is our software team
      3. The document is where the design decisions are made, and is a reference for every aspect of the software development.
      4. This is the fourth item on the schedule, concurrent with the Interface Design Spec and Test plan
   6. **Interface Design** 
      1. I will be the owner, with Terri as an editor, and each member of the software team and UX team a contributors
      2. The audience is our software and UX team
      3. The purpose is to detail the specifications of all interfaces with which the software interacts, including the system and the user.
      4. This is fourth, concurrent with the final design document and test plan
   7. **Test Plan** 
      1. I will be the owner, with Terri as an editor, and Team 1 as writers, the rest of the engineers and designers contributing as needed.
      2. The audience is our software and UX team
      3. The purpose is to detail the design of every test through which our software will be evaluated. These should come from the verification section of the SRS.
      4. This is fourth, concurrent with the final design document and interface design document
   8. **Test Results**
      1. This is written by team 1, edited by Terri as needed, and other engineers and designers contributing as needed.
      2. The audience is the software development teams and UX team
      3. The purpose is to detail the results of the test on the first version of the software, as well as make preliminary analysis as to the source of any test failures
      4. This is the fifth item on the schedule
   9. **SDD - revised**
      1. I will be the owner, with Terri as an editor, and Team 3 as writers, with all other software engineers as contributors as needed
      2. The audience is our software team
      3. The document is where the design decisions are made, and is a reference for every aspect of the software development, after evaluating the test results
      4. This is revisited as needed after the report of test results.
   10. **Operating Instructions**
       1. I am the owner, Terri is the writer, with the team leads and UX designers heavily contributing
       2. The audience is the end-user
       3. The purpose is to communicate the function and operation of the software.
       4. This is the final item on the schedule
   11. Inner-Team Weekly Reports
       1. The secretaries will author these from communications from the UX designers, me, and the team leads (Abe, Brittany, and Claire).
       2. The audience is primarily the software engineers and UX design team.
       3. The purpose is to report on progress and to relay information that does not warrant a meeting, such as minor design decisions or schedule changes
       4. This is a weekly report, ideally opposite the weekly small team meetings
   12. Progress Reports
       1. The secretaries will author these from input from the UX designers, me, and the team leads (Abe, Brittany, and Claire).
       2. The audience is Peter and Patricia
       3. The purpose is to give a regular progress report to the university, and to communicate any divergence from the SRS that needs to be signed off on. This is also a place to show the evolution of prototypes
       4. The frequency is determined by the university, but suggested to be bi-weekly.
3. **Roles**: Consider all the members of the development team (including you the owner). What will every member of the team do during the course of this project? For each role you identify, answer the following questions:
   1. Project Manager: Me
      1. Needs to have great leadership skills, as well as communication skills as he or she will be the center point for the project.
      2. Ultimately responsible for quality and timeliness of project
   2. Team Lead: Abe, Brittany, and Claire
      1. Good communication and leadership, as well as expertise in software development
      2. Responsible for creating a cohesive small team, making team deadlines, communicating with project manager, answering questions of team members, and contributing heavily to the design and schedule. Conducts small team meetings, and attends team lead meetings weekly.
   3. Team 1: Brittany, Doug, Frank, Keith
      1. Chosen for proficiency in testing and debugging
      2. Primarily responsible for the test plan and test report
   4. Team 2: Claire, Doug, Ingrid, Grace
      1. Chosen for coding ability
      2. Primarily responsible for the implementation of the design into workable code.
   5. Team 3: Jack, Larry, Abe, Emily
      1. Chosen for experience with a wide range of abilities.
      2. Primarily responsible for the design (and redesign) of the system.
   6. Editor: Terri
      1. Technical writing skills
      2. Responsible for the professionality and understandability of all major documents as detailed above. Main author of the operating instructions
   7. Secretary: Stan and Sally
      1. General communication and organization skills
      2. Responsible for casual communication among team members and sponsors via progress reports and weekly reports as detailed above. May also be asked to assist in the scheduling of meetings detailed above.
   8. UX designer: Ursula and Xavier
      1. User Interface design skills
      2. Responsible for ensuring a positive user experience. Must communicate to software engineers how they can support a positive experience. Responsible for the design of the graphic interface from first prototype to completion and must understand the requirements of such from the software development team. Also responsible for the user interface section of the interface design document.
4. **Checkpoints**: What milestones and/or checkpoints will you introduce? For each checkpoint, answer the following questions:
   1. SyRS
      1. Budget one week to understand the system
      2. Done when the SyRS is completed and Peter and Patricia have signed off.
   2. SRS
      1. Budget three weeks for elicitation and authorship of SRS
      2. Done when team has no more questions, and Peter and Patricia are satisfied with requirements and have signed the SRS
   3. SDD-preliminary
      1. Budget two weeks for preliminary design
      2. Done when team has no more questions, and the SDD is completed.
   4. Analysis
      1. Budget two weeks for analysis
      2. This is is completed with the completion of the Analysis Report
   5. Final Design
      1. Budget six weeks to complete final design
      2. Done when the SDD, interface design document, and test plan are completed
   6. First working Prototype
      1. Budget six weeks for coding
      2. Done when there are no compiler errors, and all requirements are met
   7. Fully tested prototype
      1. Budget twelve weeks for testing and redesign
      2. Done when no runtime errors or unexpected behavior over a variety of tests. Ready for shipping
   8. Final
      1. Due at deadline. Any extra time spent in UX, or adding less critical requirements
      2. Done when ready to ship along with operating instructions