

CS2212 Group Project Project Management

Winter 2023

Project Description

This assignment is part of the group project for CS2212. A full description of the project [can be found here](#).

Purpose of the Assignment

The general purpose of this assignment is to provide some management and oversight to your group project. Doing so will help keep us informed of your progress, and will improve your chances of a successful project in the end. In particular, this will give you experience in:

- Managing a group project with regular meetings
- Create a team contract to make expectations of team members clear
- Taking minutes or notes from meetings using Confluence
- Working with Jira for task management for a project

Due

This assignment is ongoing with a final due date on April 6th, 2023 by 11:55pm through an electronic submission through the OWL site. A submission on OWL is only required for the final milestone, the others will be evaluated based on the current content on your Team's Confluence, Jira, and Bitbucket sites.

Milestone 1: February 3rd by 11:55PM

- Your team must have at least a first draft of a team contract on Confluence by this date.
- Your team should be actively using Confluence by this date and starting to use Jira.
- There should be minutes of at least two team meetings on Confluence.

Milestone 2: February 27th by 11:55pm

- Your team must already be actively using Confluence and Jira by this date.
- Your team should be starting to use Bitbucket for managing your code.
- Team contract should be mostly finalized and detail implementation responsibility.
- There should be minutes of at least four team meetings on Confluence.

Milestone 3: April 6th by 11:55PM

- Your team must submit this project component on OWL by this date.
- Your team should have actively used Confluence, Jira, and Bitbucket to manage the project.
- Team contract should be finalized.
- There should be minutes of at least ten team meetings on Confluence.

Late Penalty

Late assignments will be accepted for up to three days after the due date, so long as your team has late coupons remaining (every team starts the term with 6 late coupons). One late coupon is used for each day late (up to three days). After 3 days, or if your team has no late coupons remaining, you will receive a zero grade on this project component.

This assignment allows resubmissions. Only the most recent (the latest) submission will be considered and graded. This means a late penalty will be applied if you submit past the due date. The teaching assistants will only have access to your latest submission, so please ensure it is the correct one.

Group Effort

While an individual grade will be assigned for this component, the overall documentation of meeting minutes and the creation of a team contract is expected to be a group effort, with each member of the group contributing equally in a reasonable fashion. Feel free to discuss ideas with other groups in the class; however, your submission must be the work of your own group. If it is determined that you are guilty of cheating on the assignment, you could receive a grade of zero with a notice of this offence submitted to the Dean of your home faculty for inclusion in your academic record.

What to Hand in

Your submission will be submitted electronically through OWL. You are to create a team contract and record your meeting minutes throughout the project using our [Confluence collaboration system](#) and submit an [exported PDF version](#) of these documents as discussed below. Only one submission per group is necessary.

You are also expected to manage your project by keeping your [Jira](#) task management board up-to-date at all times, showing what tasks are to be done, what is in progress, and what has been completed. You do not need to export this for submission; the TA and your course instructor will monitor this throughout the term.

Further details on how to access and use our Confluence and Jira installations will be posted to OWL on the [Atlassian Software page](#) in the near future. In the meantime, you may record your team meeting minutes and team contract outside of Confluence and put it on Confluence once you have access.

Evaluation

This project component will be evaluated based on the following:

- Meeting attendance and record of meeting minutes
- Roles and tasks assigned and completed in minutes
- The degree to which you satisfied the expectations laid out in your team contract
- Evidence of contributions on and use of Jira, Bitbucket, and Confluence
- Evidence of Jira, Bitbucket, and Confluence being used throughout the project (*i.e. not just at the end or before submission deadlines*)
- Evidence of meeting the milestones defined above.
- The quality and thoughtfulness of your team contract
- The quality and detail of your meeting minutes

Assignment Task

In this assignment, as noted above, you will be taking the steps necessary to manage your project for the term. This is critical to its success. There are three main parts to doing this: holding meetings and recording minutes of those meetings, and managing project using Jira/Confluence/Bitbucket, and creating a team contract.

Group Meetings

For your project, you will schedule at least one weekly meeting with your whole group:

- Meeting length is up to your group but a recommended length is at least 1 hour.
- Meetings must be face-to-face, either in-person or online using Zoom (with cameras on). Text or voice only meetings will not be acceptable.
- In this meeting, you are to review what has been done since last week, make collective decisions about your project, and delegate new work (using Jira as necessary).
- Meeting minutes must be taken in Confluence and made available to the TA, indicating the date and time of the meeting, location of the meeting, the people in attendance (noting any absences), items discussed, tasks assigned, and decisions made.

It is the team's responsibility to take leadership of all meetings and schedule them for an appropriate time that works for all members of your team. You can book [meeting/collaborative space](#) in Middlesex College [using this link](#). You might find that a [Doodle](#) poll is helpful for finding a time for your meetings. Your meeting times do not have to be the same time each week but must follow your team contract.

For recording and organizing meeting minutes, you must use our Confluence collaboration system. For this course, each group is given its own project space in this wiki. For this assignment, you are to create a page under this space titled "Meetings" and you will proceed to create sub-pages under that page for the minutes of each of your meetings. On your main "Meetings" page, you will have meeting scheduling information for everyone to see (including time and location), and will use the "Table of Contents" or "Children Display" macros in Confluence to automatically generate a table of contents for your meeting minutes sub-pages.

In addition to keeping things up to date in Confluence, you should also submit an [exported PDF version](#) of this documentation at the end of the course.

TA Meetings

Each week (except for reading week) starting after January 22nd your team must start meeting with the TA assigned to your team:

- At least 3 out of the 5 team members must be in attendance for a meeting to take place.
- Being absent from a team meeting without sufficient explanation will count against your individual project grade.
- Your TA has allocated 20 minutes per week, per team for such meetings.
- The general group and TA meetings may coincide/overlap, but they can be scheduled separately as well.
- Your TA meeting must be held in Middlesex College. You must work with your TA to schedule a weekly meeting time.

These meetings should act as a sort of scrum meeting where you discuss progress your group has made in the last week, create a plan for the tasks that will be completed during the next week, and work with the TA on any issues that have arisen over the last week.

It is the team's responsibility to take leadership of all meetings and engage the TA. You can book [meeting/collaborative space](#) in Middlesex College [using this link](#). You might find that a [Doodle](#) poll including your TA is helpful for finding a time for your meetings.

It is also your team's responsibility to take minutes of the TA meetings as you would a general group meeting.

Project Task Management

Each group will have a project and Kanban board created for them in our Jira installation. Jira, among other things, is a solid project management tool that is often used in industry. For CS2212, we will be using a simple [Kanban board](#) for creating, managing, and tracking the completion of tasks.

For each task or piece of work to complete, you will create a task in Jira to capture and describe what needs to be done to complete the task. You should also at this point decide which team member will be tackling each task and assign each task out in this fashion.

As you move forward with the project, tasks should be updated and moved along through the board. Jira can be a powerful tool for you to keep track of your project and to ensure things are on track. Your TA and course instructor will also check in on your progress through Jira to see how things are moving along, so please keep this as current as possible.

Team Contract

One of the first tasks your team should complete is creating a team contract that details all of the responsibilities and expectations of your fellow team members. This contract should be written at a high level as you may not know what specific tasks will be assigned. This document should be created in the Confluence collaboration system under a space titled "Team Contract". Sub-pages are not required for this document. All team members must fully agree to the terms given in your team contract, and this contract should only be updated with full agreement of your team.

Your team contract will be used as a basis for evaluating your performance on your team and the performance of your other team members, so it is important to put some thought into this document.

Your team contract should address the following:

- **Meetings:**
 - How your meetings will be held each week (e.g. in-person, online using zoom, etc.)
 - The location of your meetings (if in-person)
 - The length and format of your meetings
 - Who will take minutes (this can be the responsibility of one person or change each meeting)
 - How your meetings will be scheduled (e.g. if on a set time/day of the week, specify when this would be)

- **Work Norms:**
 - How long team members are expected to work on the project each week
 - How team deadlines will be set
 - How will the work be reviewed by other team members
 - What happens if people have different opinions about a task or project component? (e.g. will you vote on it?)

- **Work Division:**
 - At a high level how will work be divided among the group members (you will likely have to revisit this as your project evolves)
 - As the project progresses how will the team assign work to group members

You may add additional items to the team contract that you feel are needed and reasonable.

In addition to keeping the contract up to date in Confluence, you should also submit an [exported PDF version](#) of the final team contract at the end of the course.
