Term Project – Next Steps

# Introduction

The goal of this activity is to practice team organization and coordination.

|  |  |
| --- | --- |
| **Date** | 2022-01-26 |
| **Group ID** | Team Blue |

Complete the table below to assign a role to each team member. If you have only 3 people, combine Speaker & Reflector.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Id** |
| **Recorder**: records all answers & questions, and provides copies to team & facilitator | **Peter Mangelsdorf** | [**pjm349**](mailto:pjm349@drexel.edu) |
| **Speaker**: presents answers to the class and talks to facilitator for the team | **Charles Porter** | [**cap399**](mailto:cap399@drexel.edu) |
| **Manager**: keeps track of time and makes sure everyone contributes appropriately | **Eric Savoy** | [**ets43**](mailto:ets43@drexel.edu) |
| **Reflector**: considers how the team could work and learn more effectively | **Hoang Nguyen** | [**hn374**](mailto:hn374@drexel.edu) |
| **Participant** | **Jay Patel** | [**jp3592**](mailto:jp3592@drexel.edu) |

Reminders:

1. Record the time whenever your team starts a new section or question.

2. Write clearly and with enough detail that your responses can be easily understood.

# A. SE Team First Steps

Start time: 2022-01-26T11:00:00

Your team is a start-up consulting group. Last week you signed your first agreement to develop a software application. It is Monday morning, and the team has assembled in the conference room to start the work. How do you get started?

* Jump to the whiteboard/Display Board!
* Start listing out top-level organizational tasks including:
* Code Management Platform Setup (GitHub, GitLab) - The sooner this can be setup, the faster that prototypes can be added and experiments tried
* Issue Management/Idea Management – As new ideas are found, how are they shared with the rest of the team/discussed/recorded
* Task Management – Setup Kanban/Workflow for getting organizational tasks done

## Information

1. What do you already know about the project? (Name key items, do not include the information itself)

* We must build a course evaluation system.
* It needs to be open source
* It must be accessible from the Internet and run in most Browsers
* Who are the Stakeholders and their interactions/requirements
* Who are the Users and their interactions/requirements
  + Students – take the courses from the instructors and complete the course evaluation to show their opinions about the course
  + Instructors – design the surveys for the students, and read the survey data after completion
* Epics/Features
  + Gathering Student Sentiment
  + Generating Report (collecting data)
* Target audience is the students.
* Faculty/Administration will use information to make decisions.

2. What do you need to know about the project? (Name categories of information)

* User Stories
* User/Customer Requirements
  + Basic Features
  + Acceptance Criteria
  + Performance
  + Security/Privacy
  + User Moderation – Access, Privileges, Creation/Deletion
  + Data Standards – Data Export Formats, Data Guarantees ([UUID’s in URLs](https://en.wikipedia.org/wiki/Universally_unique_identifier)), use of [RDF/JSON-LD,](https://schema.org/) Data Migration (From Current System)
  + Analytics – Support for Data Science (Jupyter Notebooks)
* Basic Design
* Customer Objectives
* Consumer Base (Who is using the product?)
* Customer Constraints
  + Time/Schedule
  + Budget

## Tasks

3. How will you start the work? (4-5 short-term tasks with clear deliverables)

### Task 1: Establish Feedback Processes

|  |  |
| --- | --- |
| **Task** | * Establish system for collaborating closely with current/future customers, on Issues or on Shared (Always-Accessible Realtime Documents). * Establish Habit/Schedule/Pace/Expectations between Customer/Developers on responding to feedback. |
| **Result** | An easily navigable collection of current requirements – possible a Shared Word Document or a Requirements Management System. Should focus not on the *discussion* on each item, but instead the final results *of* a discussion. |

### Task 2: Establish Mockup Process

|  |  |
| --- | --- |
| **Task** | * UI – Sketches, Diagrams, Prototypes * Data – Diagrams, Prototypes |
| **Result** | A series of diagrams and prototypes for UI and data. Prototypes should be located on GitHub or some other platform that allows for realtime discussion of items that is archived and linkable. Intent is not a final set of images, but “most recent” images |

*(Note) Greg: Too early for diagrams, “don’t know what you don’t know”, start development around week six.*

### Task 3: Task Management

|  |  |
| --- | --- |
| **Task** | Implement issue tracking / project management tool. |
| **Result** | Presentation to group on system to track issues and manage project progress. |

### Task 4: Research Existing Systems and Technology

|  |  |
| --- | --- |
| **Task** | * Commercial Course Evaluation/Quiz Products – Examine UI, Feature Lists * Open Source Quiz Products – Examine Code * Open Source Toolkits/Frameworks - Experiment/Prototype with * Hold discussions with other developers on team on results of experiments/prototypes |
| **Result** | Developers agree on a set of tools to use |

## Communication

1. Where is your project information now?

* We have a Team on Drexel’s Microsoft Teams for File Sharing
* We have a Discord for Voice, Video, and Immediate Chat
* We have a GitHub repo for Code and Issues
* Linked Notes in a OneNote Notebook
* Design Documents in Microsoft Word
* [Codebase Notes in Markdown Files on GitHub](https://github.com/peter201943/student-voice)

2. Where will you store information so the entire team can access it?

* Depends on the type of information, essentially who needs it and when
* **Design-Oriented-Items** that a customer might collaborate on in Microsoft Word on the Microsoft Team – Allows for ease of sharing
* **Development-Oriented-Items** should be close to the code, hence in the codebase itself (for distribution notes) or in the platform as issues
* In most cases the actual location of an item does not matter, as all platforms used support URL-linking. Anything requiring particular attention is posted in a Team Channel or Discord channel.

## Report Out

The speaker will report out for the team.

# B. Project Success

Start Time: 2022-01-26T11:52:00

It helps a team to stay on course if everyone knows the intended destination. Write an aspirational statement that describes the result of this project if the team is wildly successful. Your statement should be one to three sentences.

## Definition of Project Success:

In three years, multiple universities located geographically distant from one another use the same no-cost, open-source platform for handling course-evaluation. University IT staff can easily manage the system using common tools, analysts can easily collect meaningful data using standard tools, and instructional staff can incorporate results of evaluations into their teaching methods. University IT staff can install a new system, migrate existing data, and adjust to new versions with relative ease. Minimally involved globally distant contributors regularly enhance the system or fork it for their own uses.

## Report Out

The speaker will report out for the team.

Copyright 2022 Gregory W. Hislop. This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. See http://creativecommons.org/licenses/by-nc-sa/4.0/